|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Couple name:** | | | | **Wedding date:** | | | | |
| **Category** | **Name of Supplier & details of what is being supplied** | **Contact Name Mobile Email** | **Arrival Time** | **Departure Time** | **Supplier meal required?** | **Insurance documents required** | **Received?** | **Date insurance documents were checked?** |
| Lighting/AV | Academy |  |  |  |  | N/A – On file |  |  |
| Event Stylist |  |  |  |  |  | PLI & PAT report & certificate if plugging in electrical items |  |  |
| Band and/or DJ |  |  |  |  | Quantity:  Dietaries? | PLI, PAT report & certificate, signed copy of Band Agreement |  |  |
| Cake |  |  |  |  |  | List of allergens |  |  |
| Florist |  |  |  |  |  | PLI |  |  |
| Photographer |  |  |  |  | Quantity:  Dietaries? | PLI |  |  |
| Videographer |  |  |  |  | Quantity:  Dietaries? | PLI (Pilots licence if flying drone) |  |  |
| Car |  |  |  |  |  |  |  |  |
| Hair & Make-up artist(s) |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  | PLI & PAT report & certificate if plugging in electrical items |  |  |