



# Petal & Paper

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## Wedding supplier tracker



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S U P P L I E R   M A N A G E M E N T

# supplier tracker

## Venue

Venue: \_\_\_\_\_ Contact: \_\_\_\_\_  
Booked: ☐ Deposit: £\_\_\_\_ Balance: £\_\_\_\_ Due: \_\_\_\_\_  
Confirmed date and times: ☐ Contract signed: ☐  
Notes: \_\_\_\_\_

## Dress, suit, cars

Dress: \_\_\_\_\_ Paid: ☐ Collection date: \_\_\_\_\_  
Suit / suits: \_\_\_\_\_ Paid: ☐ Collection: \_\_\_\_\_  
Cars / transport: \_\_\_\_\_ Booked: ☐ Deposit: £\_\_\_\_  
Rings: \_\_\_\_\_ Ordered: ☐ Collection: \_\_\_\_\_

## Key suppliers

Photographer: \_\_\_\_\_ Booked: ☐ Deposit: £\_\_\_\_  
Balance due: \_\_\_\_\_  
Caterer / venue catering: \_\_\_\_\_ Deposit: £\_\_\_\_  
Balance: \_\_\_\_\_  
Florist: \_\_\_\_\_ Booked: ☐ Deposit: £\_\_\_\_ Balance due: \_\_\_\_\_  
Band / DJ: \_\_\_\_\_ Booked: ☐ Deposit: £\_\_\_\_  
Balance due: \_\_\_\_\_  
Hair and make-up: \_\_\_\_\_ Booked: ☐ Deposit: £\_\_\_\_ Balance: \_\_\_\_\_  
Cake: \_\_\_\_\_ Booked: ☐ Deposit: £\_\_\_\_ Balance due: \_\_\_\_\_

## Admin checklist

Marriage notice given: ☐ (at least 28 days before)  
Ceremony music list submitted: ☐  
Final guest numbers to caterer: ☐ Date: \_\_\_\_\_  
Seating plan sent: ☐ Date: \_\_\_\_\_  
Honeymoon documents ready: ☐