

SUPPLIER QUESTIONS

- ✓ Are you available on (date) the night of our event?
- ✓ What types of services or products do you provide?
- ✓ What is the cost of your service or product – there may be a catalogue or tariff list for all available products and services.
- ✓ How long have you been in business?
- ✓ Do you have event/liability insurance and can you provide a current certificate?
- ✓ Have you worked at/for a dry grad event before?
- ✓ How much space do you need, what size of footprint and any technical/power requirements?
- ✓ What is included with the service costs and what costs are additional? – consider delivery, installation; tear down, cleaning or repairs etc.
- ✓ How long do you need for teardown/pickup following the event?
- ✓ Can you provide “green” or “environment friendly” products?
- ✓ Will you be personally handling our event? If not, who will be our main contact person, what is their direct contact information, including a cell phone number?
- ✓ May we see a copy of your standard contract?
- ✓ What are your payment terms – do you require a deposit and if so, how much and when is it due? What is your cancellation policy?
- ✓ When would the balance owing be due? Is there a discount applicable if we pay by cash or cheque, rather than by credit card?
- ✓ Can you provide three references?

Try to provide the following event details to the supplier; it will assist them in quoting:

- ✓ The venue and specific location within the venue where that supplier/ product will be located.
- ✓ The group size (base this on the size of grad class and allow 10-15% extra for guests plus the number of anticipated volunteers – 15% of the total guest number)
- ✓ The call time, or the amount of time you will need the supplier/product to be onsite?