[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Event planning vendor contact sheet

Every vendor, one sheet - contacts and status at a glance.

Event: _____

Date: _____

Vendors

Vendor	Service	Contact	Phone	Email	Status
[name]	[e.g. catering]	[contact]	[phone]	[email]	[booked]