Vendor Contact List Template

**Event Details**

|  |  |
| --- | --- |
| **Event Name:** |  |
| **Event Date:** |  |
| **Event Location:** |  |

**Vendor Contact Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vendor Name** | **Service Provided** | **Contact Person** | **Phone Number** | **Email Address** | **Address** | **Notes** |
| [Vendor Name] | [Service] | [Contact Person] | [Phone Number] | [Email Address] | [Vendor Address] | [Notes] |
| [Vendor Name] | [Service] | [Contact Person] | [Phone Number] | [Email Address] | [Vendor Address] | [Notes] |
| [Vendor Name] | [Service] | [Contact Person] | [Phone Number] | [Email Address] | [Vendor Address] | [Notes] |
| [Vendor Name] | [Service] | [Contact Person] | [Phone Number] | [Email Address] | [Vendor Address] | [Notes] |
| [Vendor Name] | [Service] | [Contact Person] | [Phone Number] | [Email Address] | [Vendor Address] | [Notes] |

**Vendor Service Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Vendor Name** | **Contract Start Date** | **Contract End Date** | **Payment Terms** | **Service Description** | **Status** |
| [Vendor Name] | [Start Date] | [End Date] | [Payment Terms] | [Description of services provided] | [Pending/In Progress/Completed] |
| [Vendor Name] | [Start Date] | [End Date] | [Payment Terms] | [Description of services provided] | [Pending/In Progress/Completed] |
| [Vendor Name] | [Start Date] | [End Date] | [Payment Terms] | [Description of services provided] | [Pending/In Progress/Completed] |
| [Vendor Name] | [Start Date] | [End Date] | [Payment Terms] | [Description of services provided] | [Pending/In Progress/Completed] |
| [Vendor Name] | [Start Date] | [End Date] | [Payment Terms] | [Description of services provided] | [Pending/In Progress/Completed] |