

Vendor coordination template

Date: July 23, 2026

Timeline

08:00 – 08:30 Venue Doors Open & Facility Prep

The facility manager unlocks loading docks, initializes climate control, and prepares power distribution points for incoming vendors.

Location: Grand Ballroom Loading Dock

08:30 – 10:00 Audio/Visual Equipment Rigging

Production technicians set up main stage lighting, sound boards, microphoning, and projection screens.

Location: Main Stage Area

10:00 – 11:30 Floral & Decor Installation

Florists unload floral arches, table centerpieces, and backdrop draping throughout the primary event space.

Location: Main Reception Hall

11:30 – 13:00 Catering Team Load-In & Kitchen Setup

The catering crew unloads hot boxes and servingware, preparing back-of-house food assembly stations.

Location: Commercial Kitchen Annex

13:00 – 13:40 Cake Bakery Delivery & Assembly

The pastry chef delivers the multi-tiered cake, completes final assembly, and places floral accents.

Location: Dessert Display Platform

13:40 – 14:10 Photography Team Arrival & Site Briefing

Media vendors inspect ambient light, set off-camera flashes, and review the shot list with the event coordinator.

Location: Vendor Operations Office

14:10 – 15:10 Live Music Soundcheck

Performers conduct acoustic checks, test wireless microphones, and balance audio levels across all speaker zones.

Location: Main Stage

15:15 – 15:45 Vendor Lead All-Hands Sync

The lead coordinator reviews timeline milestones and communication channels with all lead vendor representatives.

Location: Conference Room B

16:00 – 19:00 Dinner Catering & Beverage Service

Waitstaff execute meal service for guests while bar teams manage high-volume drink stations.

Location: Main Dining Room

19:00 – 21:00 DJ Performance & Evening Entertainment

The DJ manages program announcements and music queues to coordinate open floor dancing.

Location: Main Ballroom Dance Floor

21:00 – 22:30 Vendor Strike & Load-Out

All vendors dismantle staging, pack decor equipment, and clear service areas for venue lockup.

Location: Loading Dock & Service Exit