Celebration Entertainment
BROOKLYN'S PREMIER EVENT COMPANY

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Vendor Comparison Template

Compare quotes, services & ratings side-by-side to pick the best vendors for your event

PRINTABLE WORKSHEET

1 **Fill in your event info** and the names of 3 vendors you're considering for each category.

2 **Rate each vendor** on every criterion using 1–5 stars (5 = best). Write in notes and quotes.

3 **Add up scores** in the scoring summary, circle your winner, then book with confidence!

Event Information

EVENT TYPE

EVENT DATE

VENUE / LOCATION

GUEST COUNT

TOTAL BUDGET

DECISION DEADLINE

Pro Tip: Get at least 3 quotes for every vendor category. Always ask about what's included in the price — setup/breakdown time, travel fees, overtime rates, and gratuity expectations can change your actual cost significantly.

Entertainment & DJ / Band Comparison

Compare 3 entertainment vendors

Criteria	Vendor 1 _____	Vendor 2 _____	Vendor 3 _____ ★
Quote / Total Price	$_____	$_____	$_____
Hours Included	____ hrs	____ hrs	____ hrs
Setup / Breakdown Time	_____	_____	_____
Equipment Included (Stage, PA, Lighting)	_____	_____	_____
Overtime Rate (per hr)	$_____	$_____	$_____
Experience / Years	_____	_____	_____
Reviews / Rating	☆ ☆ ☆ ☆ ☆ Rate 1–5 stars	☆ ☆ ☆ ☆ ☆ Rate 1–5 stars	☆ ☆ ☆ ☆ ☆ Rate 1–5 stars
Communication Quality	☆ ☆ ☆ ☆ ☆	☆ ☆ ☆ ☆ ☆	☆ ☆ ☆ ☆ ☆
Contract / Insurance	Yes / No	Yes / No	Yes / No
Deposit Required	$_____	$_____	$_____
Notes			
TOTAL SCORE	__/10	__/10	__/10

🏛Venue Comparison

Compare 3 venue options

Criteria	Venue 1 _____	Venue 2 _____	Venue 3 _____ ★
Rental Price	$_____	$_____	$_____
Seated Capacity	____ ppl	____ ppl	____ ppl
Standing Capacity	____ ppl	____ ppl	____ ppl
Catering Included?	Yes / No	Yes / No	Yes / No
AV / Tech Included?	Yes / No	Yes / No	Yes / No
Parking Available?	Yes / No	Yes / No	Yes / No
Outdoor Space?	Yes / No	Yes / No	Yes / No
ADA Accessible?	Yes / No	Yes / No	Yes / No
Outside Vendors OK?	Yes / No	Yes / No	Yes / No
Overall Rating	☆ ☆ ☆ ☆ ☆	☆ ☆ ☆ ☆ ☆	☆ ☆ ☆ ☆ ☆
Notes			
TOTAL SCORE	__/10	__/10	__/10

🍽Catering / Food Service Comparison

Compare 3 catering vendors

Criteria	Caterer 1 _____	Caterer 2 _____	Caterer 3 _____ ★
Price Per Person	$___ /pp	$___ /pp	$___ /pp
Minimum Guest Count	____ ppl	____ ppl	____ ppl
Service Style (Buffet / Plated / Stations)	_____	_____	_____
Bar Service Included?	Yes / No	Yes / No	Yes / No
Dietary Accommodations	_____	_____	_____
Staff Included?	____ staff	____ staff	____ staff
Tasting Available?	Yes / No	Yes / No	Yes / No
Overall Rating	☆ ☆ ☆ ☆ ☆	☆ ☆ ☆ ☆ ☆	☆ ☆ ☆ ☆ ☆
Notes			
TOTAL SCORE	__/10	__/10	__/10

📸 Photography / Videography Comparison

Compare 3 photo/video vendors

Criteria	Vendor 1 _____	Vendor 2 _____	Vendor 3 _____ ★
Package Price	$_____	$_____	$_____
Hours Covered	____ hrs	____ hrs	____ hrs
Photographers Included	1 / 2	1 / 2	1 / 2
Edited Photos Count	~____ photos	~____ photos	~____ photos
Delivery Timeline	__ weeks	__ weeks	__ weeks
Video / Highlight Reel?	Yes / No	Yes / No	Yes / No
Portfolio Style Match	☆ ☆ ☆ ☆ ☆	☆ ☆ ☆ ☆ ☆	☆ ☆ ☆ ☆ ☆
Overall Rating	☆ ☆ ☆ ☆ ☆	☆ ☆ ☆ ☆ ☆	☆ ☆ ☆ ☆ ☆
Notes			
TOTAL SCORE	__/10	__/10	__/10

🏆 Overall Vendor Scoring Summary

Tally all scores across categories

Vendor Category	Vendor 1 Score	Vendor 2 Score	Vendor 3 Score ★
🎵 Entertainment / DJ	__ / 10	__ / 10	__ / 10
🏛 Venue	__ / 10	__ / 10	__ / 10
🍽 Catering	__ / 10	__ / 10	__ / 10
📸 Photography	__ / 10	__ / 10	__ / 10
💐 Florist / Décor	__ / 10	__ / 10	__ / 10
Other: _____	__ / 10	__ / 10	__ / 10
🏆 GRAND TOTAL	__ / 60	__ / 60	__ / 60

✔ Final Decision & Action Items

WINNING VENDOR(S) SELECTED

TOTAL BUDGET FOR ALL VENDORS

CONTRACT SIGNED DATE

DEPOSIT PAID AMOUNT

NEXT STEPS / FOLLOW-UP NOTES

📝 Additional Notes

Need Help Choosing the Right Entertainment Vendor?

Celebration Entertainment has proudly served Brooklyn and the NYC area for years. From DJ services and live music to stage rentals, balloon décor, and full event production — we make your event extraordinary.

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