

# Vendor Master Database Plan

Events, Weddings & Entertainment

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

## Background

Get a structure and plan to build a vendor master database for your event business — what to record per vendor, categorisation, rate and rating tracking, and how to use it for fast sourcing. Describe your business below.

## Purpose of this tool & output

Organise your vendor network to reuse

## How the output is used

Use it to organise your vendor network to reuse — a vendor master database plan that captures categories, rates and performance.

## Important cautions

AI-generated structure; set up in a spreadsheet or tool of your choice.

## Companion documents

- Event Vendor Agreement
- Vendor RFQ / Requirement Brief
- Vendor Evaluation Scorecard
- Event Subcontractor Agreement
- Event Equipment Rental Agreement
- Vendor Payment Schedule Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.