

WEDDING CHECKLIST QUESTIONS TO ASK YOUR CATERER

Who is the main contact person?

Will that same person also oversee meal service on our wedding day? Y / N

Will you work any other weddings on the same day, weekend or at the same time as our wedding? Y / N

MENUS

Do you offer custom menu design?

Is there an additional charge for creating my own menu?

Can you prepare special meals for just a few guests?

Vegetarian

Gluten-Free

Kids

Vegan

Low-Sodium

Other _____

Do you offer a menu tasting?

Is there a fee for the menu tasting?

Can that fee be applied as a credit to our final order?

FOOD PREPARATION

Do you have a license? Y / N

**this means the company has met health department standards and has liability insurance*

Where will the food be prepared? At the venue or off-site and warmed up?

How far in advance will the food be prepared?

Do you make all of your own food?

**if any menu items are outsourced make sure to look into the reputation of that company as well*

PRESENTATION

How will you arrange the food on the buffet?

{or}

How will you arrange the food on individual plates?

Do you have any photos of previous work displays?

STAFFING

**Top caterers will use their own staff, even if the sites staff is available, because they understand the caterers way of doing business.*

Do you have your own team of staff or do you outsource to a staffing service?

How many staff would you recommend for a wedding of our size?

What will the wait staff wear?

BEVERAGE SERVICE

Do you charge for beverage service?

If I want to provide my own wine, beer & liquor is there a corkage fee?

VENUES

**this is important as many venues have hidden nuances that can provide challenges to caterers who are new to the space*

Have you worked at my chosen venue before?

EQUIPMENT RENTALS

Can you provide the following items?

Are they your own supplies or do you sub-contract some/all items?

Tables	<input type="checkbox"/> Owned	<input type="checkbox"/> Rented	<input type="checkbox"/> Not Available
Chairs	<input type="checkbox"/> Owned	<input type="checkbox"/> Rented	<input type="checkbox"/> Not Available
Linens	<input type="checkbox"/> Owned	<input type="checkbox"/> Rented	<input type="checkbox"/> Not Available
Plates	<input type="checkbox"/> Owned	<input type="checkbox"/> Rented	<input type="checkbox"/> Not Available
Silverware	<input type="checkbox"/> Owned	<input type="checkbox"/> Rented	<input type="checkbox"/> Not Available
Glassware	<input type="checkbox"/> Owned	<input type="checkbox"/> Rented	<input type="checkbox"/> Not Available
S&P Shakers	<input type="checkbox"/> Owned	<input type="checkbox"/> Rented	<input type="checkbox"/> Not Available

Additional Items specific to your wedding:

HIDDEN SERVICE COSTS

What service costs are included and which are additional?

Is set-up and clean-up included?

How much is overtime of the reception runs long?

Are gratuities included?

REFERENCES

Can you provide me with 2 previous clients as references who had similar sized weddings and menus?

Reference #1-

Reference #2-

ADDITIONAL NOTES