

QUESTIONS TO ASK YOUR CATERER



BACKGROUND & EXPERIENCE

- Are you available on our event date?
- Have you catered at my venue before?
- What does the chef prepare best?
- Do you specialize in certain cuisines?
- Do you offer custom menus?
- How will you handle last-minute requests?
- What are your substitution policies?
- Are vegetarian and special meals available?
- What is your policy on cleanup?
- Does your company have liability insurance?

FOOD DETAILS

- What are your companies most popular dishes?
- What are your portion sizes?
- When will coffee be served?
- Will wine be poured by the staff or placed on the tables?
- Is the champagne just for the toast, or will it be served from the bar?
- Should we offer after dinner drinks on the bars?
- Since all the guests are arriving at once, could you pass wine or champagne as they arrive?
- How many bartenders will be serving drinks during the cocktail hour?
- Will the bars be open during dinner?
- Will cocktails be served by your wait staff, or will guests need to go to the bar?
- Is the food you use locally sourced?
- Do you serve meals for children?
- Do you have a wedding cake/dessert package?
- What do you do with leftovers?

BUDGET

- Can you explain the price differences between sit-down meal vs. stations vs. cocktail-style reception vs. family-style?
- When can I expect your written proposal?
- What is your policy regarding deposits and cancellations?
- When is the final payment due?
- Are there other charges for set-up, delivery, overtime, etc.?
- Do you take credit cards? Do you take personal checks?
- When must I give you my final guarantee & menu?
- What is the sales tax, and what are your gratuity/service charge policies?
- Is there a cake cutting fee?

LOGISTICS

- Who is the contact person when planning the event?
- Who is the contact person during the event?
- Will you assist with valet parking, music, flowers, photography, etc.?
- Is there a curfew at the event site?
- How many staff will be working the event?
- How is your staff attired?
- Will you feed the band members, photographers and others working the event?
- What are the options for linen, chair covers, china, stemware, flatware, charger plates?
- What decorations do you provide for tables and food stations?
- What is the server to guest ratio?