



# 35 Questions to Ask Your Wedding Caterer

COMPANY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

BASICS & BUSINESS

QUESTIONS	NOTES
1. Are you available on our wedding day?	<input type="checkbox"/> Y <input type="checkbox"/> N
2. Do you hold a valid food service license?	<input type="checkbox"/> Y <input type="checkbox"/> N
3. Does your license allow you to serve alcohol?	<input type="checkbox"/> Y <input type="checkbox"/> N
4. Is it necessary to obtain any special permits & whose responsibility is it?	<input type="checkbox"/> Y <input type="checkbox"/> N
5. How long have you been in business & how many weddings do you do per year?	
6. Could you provide us with contact info for previous clients / references?	<input type="checkbox"/> Y <input type="checkbox"/> N
7. Are you familiar with our venue?	<input type="checkbox"/> Y <input type="checkbox"/> N
8. What is your standard ratio of staff to guests & what will your staff include for our event?	
9. How will your staff be dressed?	
10. Who will be the point-person at our event & what is their contact info?	



FOOD & DRINK



QUESTIONS	NOTES
11. Will you create a custom menu for our wedding?	<input type="checkbox"/> Y <input type="checkbox"/> N
12. What types of service do you offer? <input type="checkbox"/> Buffet Hors d'Oeuvres <input type="checkbox"/> Buffet Dinner <input type="checkbox"/> Passed Hors d'Oeuvres <input type="checkbox"/> Formal Sit-Down Dinner <input type="checkbox"/> Combination	
13. Do you also make wedding cakes? *If yes, is it an additional charge? *If no, do you charge a cake-cutting fee to serve the cake?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
14. Does alcohol need to be ordered through you? *If no, do you charge a corking fee to serve alcohol?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
15. Can you provide extras upon request, such as chocolate fountains, ice sculptures, etc?	<input type="checkbox"/> Y <input type="checkbox"/> N
16. Can you provide kid-friendly meals?	<input type="checkbox"/> Y <input type="checkbox"/> N
17. Will you cater to dietary restrictions?	<input type="checkbox"/> Y <input type="checkbox"/> N
18. Could you set up an area for the other wedding vendors/staff to eat?	<input type="checkbox"/> Y <input type="checkbox"/> N
19. Can we arrange a sample tasting of a few of our desired menu items? *If yes, is there a fee for this service?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
20. Do you provide menus, dinnerware, linens, tables, and/or chairs? *If yes, do you offer a selection of styles to choose from?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N



FINANCIAL MATTERS



QUESTIONS	NOTES
21. Do you offer décor options for food stations?	<input type="checkbox"/> Y <input type="checkbox"/> N
22. How much time do you need to set up and tear down? *Are there additional fees for this time?	<input type="checkbox"/> Y <input type="checkbox"/> N
23. What is your clean-up policy?	
24. Can you provide takeout containers for leftover food to be taken home by guests?	<input type="checkbox"/> Y <input type="checkbox"/> N
25. How do you price your food service? (All-inclusive flat rate, per guest, etc.)	Flat Rate: \$_____ Child Meal: \$_____ Adult Meal: \$_____ Vendor Meal: \$_____
26. What is the price difference between buffet/food stations, passed hors d'oeuvres, and sit-down dinners?	Buffet: \$_____ Passed: \$_____ Sit-Down: \$_____ Other: \$_____
27. Is the champagne toast included in the price?	<input type="checkbox"/> Y <input type="checkbox"/> N
28. How do you price alcohol/drinks?	<input type="checkbox"/> Per Drink: \$_____ <input type="checkbox"/> Per Person: \$_____ <input type="checkbox"/> Included in Flat-Rate Price <input type="checkbox"/> Other: _____
29. Is the cost of all staff, rentals, linens, and food included in the flat rate or per guest price?	<input type="checkbox"/> Y <input type="checkbox"/> N
30. Can you provide a detailed list of all services you provide and each of their corresponding fees?	<input type="checkbox"/> Y <input type="checkbox"/> N



QUESTIONS	NOTES
31. What is the deposit amount required to hold our date, and when is the rest due?	
32. What form(s) of payment do you accept?	
33. What is the latest date you'll need a complete guest count by?	
34. What is your refund/cancellation policy?	
35. Are there any other miscellaneous fees we should be aware of?	<input type="checkbox"/> Y <input type="checkbox"/> N

