



Questions for My Caterer

The Basics

How long have you been in business? _____

How many events do you cater per year? _____

What types of service do you offer?
(Buffet, pass-around appetizers, formal, etc.) _____

Where can I see your reviews? _____

Do you hold a valid food service license? _____

Does your license allow you to serve alcohol? _____

Can you provide liability insurance? _____

Are you aware of any permits I'll need? _____

The Staff

Do you also provide bartenders? _____

What uniform choices are available? _____

How many staff do you recommend? _____

Who will be my day-of contact? _____

What is your staff's health protocol? _____

Notes:

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Questions for My Caterer

The Event

Do you provide seating, tableware, linens, etc.? _____

Do you offer decor options for the serving tables? _____

How much time is needed for setup/breakdown? _____

Are there additional fees for setup/breakdown? _____

What's included in your clean-up services? _____

Can you set up an area for other event staff and vendors to eat? _____

Do you provide containers for leftovers? _____

The Menu

Do you have options for dietary restrictions? _____

Can you provide kid-friendly options? _____

Can we arrange a sample tasting? Is there a fee? _____

Notes:

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Questions for My Caterer

The Cost

How do you price your service?
(All-inclusive rate, per guest, etc.)

What is the price difference in your services?
(Buffet stations, passed apps, and sit-down dinner service, etc.)

Can you provide a list of services and fees?

What is your cancellation policy?

When do you need a final guest count?

Are there any fees not included in your quote?

What is the deposit required to hold our date?

When is the balance due?

Notes:

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Questions for My Wedding Caterer

Can you help us create a custom menu?

Do you offer any extra services?
(Ice sculptures, chocolate fountains, etc.)

Do you also make wedding cakes?
If so, is there a cake cutting fee?

Can you provide a champagne toast package?

Do we need to purchase all alcohol through you?
If not, do you charge a corking fee?

Can you help us create a signature cocktail?

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