

Questions to Ask Caterers

	Caterer #1	Caterer #2	Caterer #3
<i>Company Name</i>			
<i>Contact Name</i>			
<i>Address</i>			
<i>Telephone</i>			
<i>Email Address</i>			
<i>Website Address</i>			
1. <i>Are you a full-time caterer?</i>			
2. <i>What do you do the rest of the week?</i>			
3. <i>What kind of experience, background, and education do you have?</i>			
4. <i>Have you received any formal classroom training as a caterer/chef?</i>			
5. <i>How long have you been a caterer, and how many events have you catered??</i>			
6. <i>Have you handled events of my type and size before?</i>			
7. <i>Why did you choose catering as a career?</i>			
8. <i>What makes you better or different than another caterer?</i>			

9.	<i>What are the reasons you think we should hire you?</i>			
10.	<i>Do you have all the necessary licenses and health permits?</i>			
11.	<i>Are you properly insured?</i>			
12.	<i>Do you provide tasting consultations/food tastings?</i>			
13.	<i>Is there a fee for such tastings?</i>			
14.	<i>How many people can I bring along with me to the tasting?</i>			
15.	<i>What time do you arrive to setup your equipment?</i>			
16.	<i>Hours of service:</i>			
17.	<i>What equipment do you provide?</i>			
18.	<i>Do you bring backup equipment?</i>			
19.	<i>What is the staff to guest ratio?</i>			
20.	<i>What is the staff dress code? Formal or casual?</i>			
21.	<i>If buffet style is offered, are servers provided or will it be self-serve?</i>			
22.	<i>Is there an extra charge for buffet servers? If so, how much?</i>			
23.	<i>Do you have a liquor license?</i>			
24.	<i>Is there an extra charge for bartenders? If so, how much?</i>			
25.	<i>Who is supplying the liquor, water, ice, etc.?</i>			
26.	<i>Do you provide cake cutting/serving service? Is it part of the basic package? If not, what is the additional cost?</i>			

27.	<i>Do you provide the wedding cake, or should I hire an outside baker?</i>			
28.	<i>If caterer provides the cake, is there an extra charge? If so, how much?</i>			
29.	<i>Is the champagne toasting service included or is that an extra charge? If an extra charge, how much?</i>			
30.	<i>When is the final headcount due?</i>			
31.	<i>Does the headcount include wedding professionals at the event (photographers, DJs, etc.)?</i>			
32.	<i>Are there special prices for children?</i>			
33.	<i>Are there special prices for feeding our DJ, band, photographer and other wedding professionals?</i>			
34.	<i>Is a deposit required? If so, how much?</i>			
35.	<i>When is the deposit due?</i>			
36.	<i>May I make partial payments?</i>			
37.	<i>When is the final payment due?</i>			
38.	<i>Is gratuity included in the price?</i>			
39.	<i>If not, what is the percentage of the service charge?</i>			
40.	<i>What percentage are the taxes?</i>			
41.	<i>What is the overtime charge?</i>			
42.	<i>Is the set-up and clean-up included in the final price?</i>			
43.	<i>What are the costs for alcohol and beverages?</i>			
44.	<i>Do you provide linens, tables, chairs, china, glassware, silverware,</i>			

	<i>serving accessories, etc.?</i>			
45.	<i>Are the above items included in the basic price or are they extra? If extra, how much?</i>			
46.	<i>Do you provide rentals, or are they from another company?</i>			
47.	<i>Are there any additional charges not mentioned? (i.e. travel)</i>			
48.	<i>Do you provide a written contract and guarantee?</i>			
49.	<i>What are the refunds/cancellation terms?</i>			
50.	<i>What is your leftover policy?</i>			
51.	<i>Package 1:</i>			
52.	<i>Cost of Package 1:</i>			
53.	<i>Package 2:</i>			
54.	<i>Cost of Package 2:</i>			
55.	<i>Package 3:</i>			
56.	<i>Cost of Package 3:</i>			
57.	<i>A question to ask yourself: Has the caterer addressed your personal concerns satisfactorily?</i>			