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Questions to Ask Caterers

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We invite you to send us additional questions for the below worksheet by sending email to contact@PashWeddings.com

		Caterer #1	Caterer #2	Caterer #3
Company Name				
Contact Person				
Address				
Phone Number				
Email Address				
Web Site Address				
1.	Are you a full-time caterer?			
2.	What do you do the rest of the week?			
3.	What kind of experience, background, and education do you have?			
4.	Have you received any formal classroom training as a caterer/chef?			
5.	How long have you been a caterer, and how many events have you catered?			
6.	Have you handled events of my type and size before?			
7.	Do you have experience making our choice of foods (ethnic, vegetarian, Kosher, gluten-free)?			
8.	What is your kids menu?			
9.	What's your philosophy on presentation and garnishes?			
10.	If an outdoor wedding, do you work at the outdoor site?			
11.	Why did you choose catering as a career?			
12.	What makes you better or different than another caterer?			
13.	What are the reasons you think we should hire you?			
14.	Do you have all the necessary licenses and health permits?			
15.	Are you properly insured?			
16.	Do you provide tasting consultations/food tastings?			

Questions to Ask Caterers (continued)		Caterer #1	Caterer #2	Caterer #3
17.	Is there a fee for such tastings?			
18.	How many people can I bring along with me to the tasting?			
19.	What time do you arrive to setup your equipment?			
20.	Hours of service:			
21.	What equipment do you provide?			
22.	Do you bring backup equipment?			
23.	What is the staff to guest ratio?			
24.	What is the staff dress code? Formal or casual?			
25.	If buffet style is offered, are servers provided or will it be self-serve?			
26.	Is there an extra charge for buffet servers? If so, how much?			
27.	Do you have a liquor license?			
28.	Is there an extra charge for bartenders? If so, how much?			
29.	Who is supplying the liquor, water, ice, etc.?			
30.	Do you provide cake cutting/serving service? Is it part of the basic package? If not, what is the additional cost?			
31.	Do you provide the wedding cake, or should I hire an outside baker?			
32.	If caterer provides the cake, is there an extra charge? If so, how much?			
33.	Is the champagne toasting service included or is that an extra charge? If an extra charge, how much?			
34.	When is the final headcount due?			
35.	Does the headcount include wedding professionals at the event (photographers, DJs, etc.)?			
36.	Are there special prices for children?			
37.	Are there special prices for feeding our DJ, band, photographer and other wedding professionals?			
38.	Is a deposit required? If so, how much?			
39.	When is the deposit due?			
40.	May I make partial payments?			
41.	When is the final payment due?			
42.	Is gratuity included in the price?			
43.	If not, what is the percentage of the service charge?			
44.	What percentage are the taxes?			
45.	What is the overtime charge?			
46.	Is the set-up and clean-up included in the final price?			

Questions to Ask Caterers (continued)		Caterer #1	Caterer #2	Caterer #3
47.	What are the costs for alcohol and beverages?			
48.	Do you provide linens, tables, chairs, china, glassware, silverware, serving accessories, etc.?			
49.	Are the above items included in the basic price or are they extra? If extra, how much?			
50.	Do you provide rentals, or are they from another company?			
51.	Are there any additional charges not mentioned? (i.e. travel)			
52.	Do you provide a written contract and guarantee?			
53.	What are the refunds/cancellation terms?			
54.	What is your leftover policy?			
55.	Package 1:			
56.	Cost of Package 1:			
57.	Package 2:			
58.	Cost of Package 2:			
59.	Package 3:			
60.	Cost of Package 3:			
61.	A question to ask yourself: Has the caterer addressed your personal concerns satisfactorily?			

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