*Bride’s Book Weddings*

# PLANNING MADE EASY*: CATERER*

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| **CATERER:** topics to cover | **1** | **2** | **3** |
| **CONTACT INFO:**  NAME  PHONE  E-MAIL  WEBSITE |  |  |  |
| **DATE:**  IS MINE AVAILABLE? |  |  |  |
| WILL YOU PERSONALLY BE THERE ON THE DAY OF MY WEDDING? |  |  |  |
| **EXPERIENCE:**  HAVE YOU DONE EVENTS AT MY LOCATION? |  |  |  |
| WHAT’S THE LARGEST PARTY YOU’VE CATERED? |  |  |  |
| CAN YOU PROVIDE REFERENCES? |  |  |  |
| **PERMITS:**  HAVE YOU DONE EVENTS AT MY LOCATION? |  |  |  |
| WHAT’S THE LARGEST PARTY YOU’VE CATERED? |  |  |  |
| CAN YOU PROVIDE REFERENCES? |  |  |  |

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| **CATERER:** | **1** | **2** | **3** |
| **PAYMENT:**  WHAT IS YOUR FEE? |  |  |  |
| WHAT’S INCLUDED IN YOUR PER-PERSON PRICE? |  |  |  |
| CAN I SEE A SAMPLE CONTRACT? |  |  |  |
| DO YOU PROVIDE ANY LINENS, GLASSWARE, PLATES, AND FLATWARE? |  |  |  |
| IF NOT, CAN YOU HELP US COORDINATE THAT? |  |  |  |
| IS THERE A BILLING SCHEDULE? |  |  |  |
| HOW MUCH OF A DEPOSIT IS  REQUIRED TO HOLD MY DATE? |  |  |  |
| WHAT ARE YOUR GRATUITY AND SERVICE CHARGES? |  |  |  |
| HOW MUCH DO YOU CHARGE FOR TASTINGS? |  |  |  |
| ARE THERE EXTRA FEES FOR SETUP AND BREAKDOWN? |  |  |  |
| IF MY EVENT RUNS LONGER THAN EXPECTED, WHAT ARE YOUR OVERTIME FEES? |  |  |  |
| **FOOD:**  HOW WOULD YOU DESCRIBE YOUR CUISINE? |  |  |  |
| WHAT’S YOUR MOST POPULAR WEDDING ENTRÉE? |  |  |  |
| DO WE HAVE TO COMMIT TO A SET NUMBER OF EACH TYPE OF ENTRÉE? |  |  |  |

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| **CATERER:** | **1** | **2** | **3** |
| **FOOD:**  CAN YOU ACCOMMODATE SPECIAL DIETS (KOSHER, VEGAN, GLUTEN-FREE, ETC.)? |  |  |  |
| DO YOU PROVIDE DÉCOR FOR  FOOD STATIONS, BUFFETS, ETC? |  |  |  |
| WHAT HAPPENS TO LEFTOVERS? |  |  |  |
| DO YOU DO WEDDING CAKES? |  |  |  |
| IF WE USE AN OUTSIDE CAKE DESIGNER, DO YOU CHARGE A CAKE-CUTTING FEE? |  |  |  |
| HOW OFTEN DO YOU CLEAN YOUR FACILITY? |  |  |  |
| CAN WE TOUR YOUR KITCHEN? |  |  |  |
| HOW WILL YOU HANDLE LASTMINUTE REQUESTS? |  |  |  |
| WHAT’S YOUR FAVORITE COSTSAVING TIP? |  |  |  |
| **BAR:**  WHAT’S YOUR BARTENDER-TOGUEST RATIO? |  |  |  |
| CAN WE PROVIDE THE ALCOHOL AND YOU PROVIDE THE LABOR? |  |  |  |
| DO YOU CHARGE A CORKAGE FEE IF WE PROVIDE OUR OWN ALCOHOL? |  |  |  |
| CAN WE RETURN OR BE REIMBURSED FOR ANY UNOPENED ALCOHOL? |  |  |  |
| CAN YOU ACCOMMODATE SPECIALTY COCKTAILS? |  |  |  |
| WHAT IS YOUR GRATUITY? |  |  |  |

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| **NOTES:** |  |  |  |