



Selecting a Caterer

- Are you a full-time caterer?
- What do you do the rest of the week?
- What kind of experience, background, and education do you have?
- Have you received any formal classroom training as a caterer/chef?
- How long have you been a caterer, and how many events have you catered?
- Have you handled events of my type and size before?
- Why did you choose catering as a career?
- What makes you better or different than another caterer?
- What are the reasons you think we should hire you?
- Do you have all the necessary licenses and health permits?
- Are you properly insured?
- Do you provide tasting consultations/food tastings?
- Is there a fee for such tastings?
- How many people can I bring along with me to the tasting?
- What time do you arrive to setup your equipment?
- What equipment do you provide?
- Do you bring backup equipment?
- What is the staff to guest ratio?
- What is the staff dress code? Formal or casual?
- If buffet style is offered, are servers provided or will it be self-serve?
- Is there an extra charge for buffet servers? If so, how much?
- Do you have a liquor license?
- Is there an extra charge for bartenders? If so, how much?
- Who is supplying the liquor, water, ice, etc.?
- Do you provide cake cutting/serving service? Is it part of the basic package? If not, what is the additional cost?

- Do you provide the wedding cake, or should I hire an outside baker?
- If caterer provides the cake, is there an extra charge? If so, how much?
- Is the champagne toasting service included or is that an extra charge? If an extra charge, how much?
- When is the final headcount due?
- Does the headcount include wedding professionals at the event (photographers, DJs, etc.)?
- Are there special prices for children?
- Are there special prices for feeding our DJ, band, photographer and other wedding professionals?
- Is a deposit required? If so, how much?
- When is the deposit due?
- May I make partial payments?
- When is the final payment due?
- Is gratuity included in the price?
- If not, what is the percentage of the service charge?
- What percentage are the taxes?
- What is the overtime charge?
- Is the set-up and clean-up included in the final price?
- What are the costs for alcohol and beverages?
- Do you provide linens, tables, chairs, china, glassware, silverware, serving accessories, etc.?
- Are the above items included in the basic price or are they extra? If extra, how much?
- Do you provide rentals, or are they from another company?
- Are there any additional charges not mentioned? (i.e. travel)
- Do you provide a written contract and guarantee?
- What are the refunds/cancellation terms?
- What is your leftover policy?