

# Wedding Caterer *Checklist*

Caterer

Name

Website

Telephone

Intro Questions

Notes

Are you available on my wedding date?

How many guests can you cater for?

How long have you been in business?

Would we be the only event you would be catering for on that day?

Is there a charge for setup and take down?

How much time do you need to set-up and take down?

Where is the food prepared and cooked?

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The Food	Notes
Can we create a custom menu, or tailor a set menu?	
Can you create a menu for our wedding theme?	
What seasonal menu choices do you offer?	
Do you use fresh produce, locally sourced?	
Do you offer event packages and what do they include?	
Can you cater for Kosher/Halal/ any other dietary requirements?	
How do you display and set up the buffet tables?	
Are labels and signage included for the food on the buffet?	
What options are available for children and the costs for this?	
How much do you charge for vendor/ supplier meals?	
Do you offer food tastings and is there an extra charge for this?	

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Presentation and Logistics	Notes
How many servers would be assigned to my guest list number?	
How will the servers be dressed?	
Do you handle and arrange rental furniture such as tables, chairs, etc.?	
What types of linens, glassware, plates and flatware do you provide?	
What happens to any left over food?	
What happens with regards to cleaning up at the end?	



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Booking	Notes
What does the total price include? And what's not?	
What happens if my wedding schedule runs longer than planned?	
What is the last date by which I can give you a final guest count?	
What is your payment policy and terms?	
How much of a deposit is required to hold my date?	
What is your refund or cancellation policy?	
When is the final payment due?	