



# Questions to Ask Caterers

Notes

## Background Information

1. Is my wedding date available?	
2. Do you cater more than one event a day?	
3. How long have you been in business?	
4. How many weddings do you cater per year?	
5. Have you ever catered an event at my venue?	
6. Can you provide references from previous clients?	

## Food

1. Do you have all the required documents to work with food?	
2. Do you specialize in certain cuisines?	
3. Given my budget, guest count, and wedding style, what food choices would you recommend?	
4. What packages do you offer?	
5. Do you supply waitstaff?	
6. Do we have to work off a preset menu or can you create a custom menu for our event?	
7. If I have a special dish I'd like served, would you accommodate that?	
8. Where do you source your ingredients?	

9. Do you use all fresh produce?	
10. Can you source organic or sustainably farmed ingredients?	
11. Can you accommodate dietary restrictions, such as kosher, vegan, etc.?	
12. Do you offer extras such as chocolate fountains, ice sculptures, espresso machines, etc?	
13. Will the food be prepared on-site or be brought in already prepared?	
14. Can you do theme menus?	
15. Do you offer tasting? If so is there an extra cost?	
16. What happens to the leftovers?	
17. Do you do wedding cakes?	
a. Is it at an extra cost?	
b. Can you show me pictures?	

### **Drinks**

1. Do you have an alcohol licence?	
2. Do you supply barmen?	
3. Can you accommodate specialty cocktails?	
4. What brands of alcohol do you offer?	
5. Can we provide the alcohol and you provide the bar labour?	
6. Do you charge a corkage fee if we provide our own wine or champagne/wine?	
7. Is the champagne toast after the ceremony included in your meal packages or is it extra?	
8. How long will alcohol be served?	

9. Is coffee and tea service included with the meal charge?	
10. Will we be charged for bottles ordered, or just those that are opened?	
11. How do you charge for drinks (per consumption or per person)?	

**Payment & Services**

1. What's the difference in cost between the different packages and which one will work best for our need?	
2. How is your pricing broken down (e.g. food, bar, cake-cutting, tax, gratuity)?	
3. What are your overtime fees?	
4. How much of a deposit do you require and when is it due?	
5. When is the final payment due?	
6. Do you offer a payment plan?	
7. What is your refund/cancellation policy?	
8. What is your payment policy?	
9. Do you have extra charges, such as a security deposit, sales tax or service fees?	
10. What additional services do you offer (event design, coordination, planning, etc)?	
a. If so, is here an additional fee?	
11. Do you provide the basic décor (tables, chairs, glassware, plates and flatware)?	
12. Do you provide extra decor (i.e. chair covers, lounge furniture, Chiavari chairs, centre pieces etc.)?	
a. If so, is there an additional fee?	