



WHAT SHOULD I ASK? CATERING

Use this worksheet to guide your initial conversations with your caterer and to take as many notes as possible.

MENU

What types of food items do you recommend for my budget and the number of guests?

Do you supply glasses, plates and silverware? Is there an additional charge?

Do you charge extra to pour coffee?

What type of service – sit-down dinner or buffet – would be best?

Do you handle all rental equipment, such as tables, chairs and serving pieces?

Describe bar packages and their rates.

Discuss menu selections. What is the cost per person?

Would it cost less if I handle the rentals myself?

Do you charge a corkage fee per bottle if we provide our own wine and champagne?

Will you provide the groom's cake if we want one?

ROOM SETUP/TAKE DOWN

How much time will be required? Who will set up what?

Do you require a guaranteed number of guests?

Do you provide food for the photographer, videographer or musicians? Is this an extra per-person fee?

Can we go over the table locations and seating arrangements ahead of time?

What is the last date I can give you a final guest count?

Will you pack a to-go snack for the bride and groom?

Do you handle the cleanup? Rental returns?

Do you have a contract?

Will you pack the top tier of the wedding cake?

Will you personally handle and attend my reception? If not, what is the name of the person who will?

When will you provide the final per-person cost?

RENTALS

Do you provide linens? Is there an additional fee?

Do you make arrangements for flowers, decorations and music?

What is the payment policy?

What is the deposit to hold the date?

What is your refund or cancellation policy?

Is there a color selection?

FEES AND OTHER POLICIES

Do you provide the wedding cake? If not, is there a cutting fee?

Are gratuities already figured in the total price? If so, what percent is being charged?
