



# The Caterer

What better way to thank your guests for their love and friendship than by treating them to a tasty menu during the cocktail hour and at the reception. Use this worksheet to record all pertinent information.

<b>CATERER INFORMATION</b>	
Caterer name	
Contact name	Contact name (day of wedding)
Address	
Phone/cell	
Email	Website
Dates available	
<b>Services provided</b>	
Dinner type: seated    buffet    food stations    family-style    cocktail hour	
What cuisine are they known for?	
Can they accommodate special diets? (kosher, vegan, etc.)	yes    no    Do they have a children's menu?    yes    no
Do they provide dessert or cake?	yes    (amount \$                      )    no
What cocktail and beverage service do they provide?	
Can we provide the alcohol and they provide the bartender?	yes    no    What is the corkage fee? \$
Can we do a specialty/signature cocktail?	yes    (amount \$                      )    no
Is there a fee for tables and chairs/linens/glassware/china/flatware	yes    (amount \$                      )    no
Do they provide the wait staff?	yes    (amount \$                      )    no    What do they wear?
Have they done catering at the reception site before?	yes    no
What is the largest number of people they have catered in the past?	How many years in business?
Can they provide references?	yes    no
What is the cancellation policy?	
Interview notes	
Menu favorites/tasting notes (is there a tastings fee?    yes    no	
<b>Rates</b>	
Fee (per person) \$	What does this include?
Fee (flat rate) \$	What doe this include?
Overtime rate (if needed) \$	
Deposit to hold date \$	When is it due?
Balance \$	When is it due?