



Interview Questions for Your Caterer

Vendor 1

Vendor 2

Vendor 3

Company Name

Contact Person

Email

Phone

How long have you been in business?

Have you catered weddings before?

What is the smallest and/or largest wedding you've catered?

Do you use organic ingredients?

What is the smallest and/or largest wedding you've catered?

Where do you purchase your ingredients? Are they local?

Do you provide a menu sampling session
Is there a fee?

What do you do with leftovers?

Are you licensed and insured?

Do you have a liquor license?

Do you provide a bartender?

Do you provide dinnerware, glasses, china, linens, cutlery, etc?

What am I required to provide?

Do you have a set menu or can it be customized?

Do you provide buffets?

Do you provide wait staff?

Do you provide buffets?

Do you provide a wedding cake?

What is the charge? If yes, ask...

Will your wait staff serve the wedding cake?

Does your company have a dress or uniform code?

What is your staff to guest ratio?

Do you have a cancellation/postponement policy?

How long does it take you to set up?

When will you set up?

Is set up and clean up included in your prices?

What is your plan in the event of

in your prices?

What is your plan in the event of equipment failure?

Do you have backup equipment?

When do you need the final head count?

How much do you charge for a deposit?

When is the balance payment due?

Are there any additional charges that I should be aware of?

Is gratuities, travel and tax included?

What is the charge for each additional person?

What is your overtime policy?

Additional questions: