



AmericanBRIDAL

Caterer Checklist

- _____ Request for a wedding package.
- _____ What equipment are included and/or excluded? – I.e. Plates, Utensils, Food Warmers, Linens, Centerpieces, Candelabras, Ice Sculpture, Chair covers, Toasting Flutes, cake knife and server.
- _____ What is the security deposit requirement? Refunds policy?
- _____ Insurance requirements – if any?
- _____ Provide bar services, bar minimums and requirements?
- _____ What are the contract hours? Overtime charge per hour? Personnel overtime charge? Corkage charge? Cake cutting charge? Extra charges for champagne glasses? Plates for wedding cake?
- _____ Discount for Weekdays rental versus weekend contract
- _____ Set up fee and clean- up fee?
- _____ What is the deadline for final guest count?
- _____ How long have you been in business?

Menu Questionnaire

- _____ Ask to see sample of menus
- _____ Can any of the items on the menu be substituted?
- _____ Cost per person for sit down? For Buffet?
- _____ Cost per person for Hors d'oeuvres?
- _____ Cost per person for Champagne?
- _____ Can I provide my own Champagne?
- _____ Is there a minimum charge?
- _____ What is the number of course you would be serving?
- _____ Is there a tasting consultation?(sampling of variety of their specialties)
- _____ Ask to see the following equipment (if provided by caterer)

Equipment

- _____ Chairs
- _____ Tables
- _____ Plates
- _____ Utensils
- _____ Table Cloths – color selection if possible
- _____ Props
- _____ Pictures of previous events – if available
- _____ References from Reception location
- _____ References from previous brides & groom



Suggestion: Be sure to have a written contract for all your caterer. Be sure to verify and confirm all items agreed upon in writing.

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