

CATERING - ASKING THE RIGHT QUESTIONS

What is your cancellation policy?

Are flatware, china, glassware and linens included?

What equipment is provided?

Who will be the on-site contact?

What is the server-to-guest ratio? (The general ratio is one server for every twenty to twenty-five guests at a sit-down dinner and one server to every eight guests at parties where most of the food is butlered by waitstaff.)

Are labor charges included or extra?

Does the cost include setup and cleanup?

How many hours of staff time is included?

Will you have servers at the buffet table or is it self-serve?

Will your servers pour the wine and champagne throughout dinner?

Are bartenders provided?

When does overtime go into effect?

What will the staff wear to the event?

Will the staff collect plates after mealtime?

Does the price include cutting and serving the cake?

Are you familiar with the reception location?

Will you need access to their kitchen facilities, if available?

When will you require access to the site?

What are the terms of payment: The deposit? Balance due?

Are taxes and gratuities included? If not, how much?

What are your postponement and cancellation policies?

Do you accommodate special orders, especially for dietary restrictions?

Are beverages included?

What are the portion sizes?

What is the deadline for menu selection?

Menu Must-Haves:



{ CATERING NOTES }

1

Company Name:.....

Contact:.....

Phone #:.....

Address:.....

Website & Email:.....

References:.....

Interview Notes:.....

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Tasting Notes:.....

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2

Company Name:.....

Contact:.....

Phone #:.....

Address:.....

Website & Email:.....

References:.....

Interview Notes:.....

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Tasting Notes:.....

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Company Name:.....

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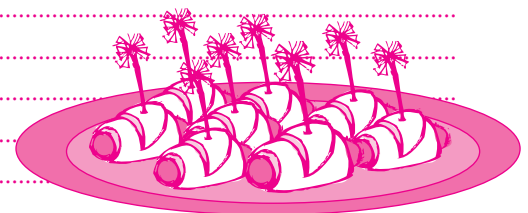
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Tasting Notes:.....

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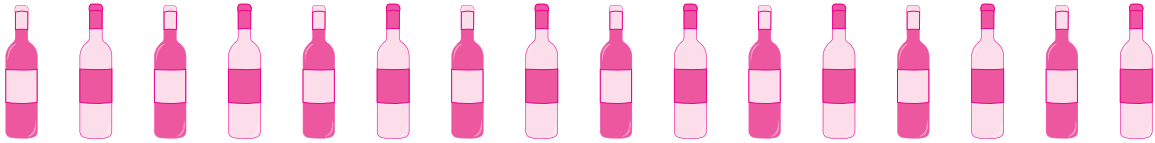
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Use this list to help you make notes of different wines you've tried that you might want to use for your reception. Be sure to rate each wine after you drink it so you don't forget which are your favorites!



RED WINE

WHITE WINE

Name: _____
 Year: _____
 Price per bottle: \$ _____
 Where to buy: _____
 Rating (OUT OF 5):
 ♥ ♥ ♥ ♥ ♥

Name: _____
 Year: _____
 Price per bottle: \$ _____
 Where to buy: _____
 Rating (OUT OF 5):
 ♥ ♥ ♥ ♥ ♥

Name: _____
 Year: _____
 Price per bottle: \$ _____
 Where to buy: _____
 Rating (OUT OF 5):
 ♥ ♥ ♥ ♥ ♥

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 Year: _____
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 Where to buy: _____
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 Where to buy: _____
 Rating (OUT OF 5):
 ♥ ♥ ♥ ♥ ♥

Name: _____
 Year: _____
 Price per bottle: \$ _____
 Where to buy: _____
 Rating (OUT OF 5):
 ♥ ♥ ♥ ♥ ♥