

# CATERING PLANNER

*The success of your wedding will depend largely on the skill of your caterer. A full-service caterer will provide the food, experienced servers, linens, chair covers, china, glassware, silverware and serving dishes. Find a caterer who will guide you in your menu planning, listen to your ideas, and make innovative suggestions. Aided by your caterer's creativity and professionalism, you can host a truly delightful and memorable affair.*

## Ask the Right Questions

- What packages do you offer? What do they include?
- Have you worked at my reception site before?
- Will you be available to visit the reception site before the wedding? Can we go over a floor plan?
- When is the deadline for the final guest count?
- When will we need to finalize the menu?
- Can you provide any special or ethnic dishes?
- Can you provide entrées for my guests who have special dietary needs?
- Will you provide silverware, china, stemware, salt and pepper shakers, etc? May I see them?
- Do you supply or arrange tables, chairs, linens or placecards? May I see them?
- Who will keep the leftover food and beverage?
- Will the caterer provide servers? How many are appropriate for my wedding? How will they be dressed?
- Do you work with fresh or frozen food?
- Are you licensed? (Meaning: they've met health department standards and have liability insurance. If you are having a bar, be sure this license includes a liquor license.)
- Do you provide beverage service and/or bar service?
- Do you charge an opening fee per bottle?
- Do you provide alcohol or is the bar handled separately? If you provide this service, do you charge a corking fee?
- How will you arrange the food on the buffet table or on plates? Do you have photos of previous work displays?
- Do you have references I can contact from previous weddings? (Get at least two references that had a similar number of guests and a similar menu style.)
- How far in advance must I book your services?
- What is your cancellation policy?
- Is a deposit required? If so, when and how much?

		<b>RENTALS AVAILABLE</b> <input type="checkbox"/> Tables <input type="checkbox"/> Chairs & chair covers <input type="checkbox"/> China, glassware, silverware & serving dishes <input type="checkbox"/> Linens  Ratio of guests to servers: _____	
<b>TYPE OF MEAL</b> <input type="checkbox"/> Breakfast/Brunch <input type="checkbox"/> Tea <input type="checkbox"/> Lunch <input type="checkbox"/> Cocktails <input type="checkbox"/> Dinner <input type="checkbox"/> Dessert	<b>SERVICE</b> <input type="checkbox"/> Cocktails <input type="checkbox"/> Passed hors d'oeuvres <input type="checkbox"/> Hors d'oeuvres tables <input type="checkbox"/> Seated meal (Family style, American, French, Russian, white glove) <input type="checkbox"/> Buffet (formal staff-served, casual self-serve)	<b>FLAVOR</b> <input type="checkbox"/> Regional <input type="checkbox"/> Seasonal <input type="checkbox"/> Exotic <input type="checkbox"/> Ethnic <input type="checkbox"/> Thematic	<b>SPECIAL REQUIREMENTS</b> <input type="checkbox"/> Vegetarian <input type="checkbox"/> Kosher <input type="checkbox"/> Halal <input type="checkbox"/> Other
<b>COURSES</b> <input type="checkbox"/> Hors d'oeuvres <input type="checkbox"/> Appetizer <input type="checkbox"/> Soup <input type="checkbox"/> Salad <input type="checkbox"/> Entrée <input type="checkbox"/> Dessert	<b>ENTRÉES</b> <input type="checkbox"/> Beef <input type="checkbox"/> Chicken <input type="checkbox"/> Vegetarian <input type="checkbox"/> Pork <input type="checkbox"/> Seafood <input type="checkbox"/> Lamb <input type="checkbox"/> Pasta	<b>DESSERT</b> <input type="checkbox"/> Regional <input type="checkbox"/> Seasonal <input type="checkbox"/> Exotic <input type="checkbox"/> Ethnic <input type="checkbox"/> Thematic	<b>ALCOHOL*</b> <input type="checkbox"/> Full Bar <input type="checkbox"/> Beer & wine only <input type="checkbox"/> Wine with dinner <input type="checkbox"/> Champagne toast <input type="checkbox"/> Specialty cocktail <small>*Some states do not allow caterers to carry liquor licenses. Please check the laws in your state.</small>