



# CATERING - Comparison & Selection

Copy this page - and complete for each catering company you are considering.

Some venues will have an in-house caterer, others will have a preferred list of caterers to choose from, or you may be able to choose your own.

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Web: \_\_\_\_\_  
Email: \_\_\_\_\_

## TYPE of Service:

Buffet \_\_\_\_\_  
Sit Down \_\_\_\_\_  
Other \_\_\_\_\_  
Cocktail \_\_\_\_\_  
Brunch \_\_\_\_\_  
Specialty \_\_\_\_\_

- ☐ Are you available for my wedding date?
- ☐ Are you licensed?
- ☐ Do you have travel fees?
- ☐ What is the server-to- guest ratio?
- ☐ What deposit do your require?
- ☐ When is final payment due?
- ☐ Do you need to use on-site facilities?

## WHAT is included:

- ☐ Food Prep & Equipment
- ☐ China, Glasses, Flatware
- ☐ Disposble Dinnerware
- ☐ Clean Up of Guest's Tables
- ☐ Bartenders
- ☐ Servers in Uniforms
- ☐ Cut and Serve Cake

## Menu Selection:

- Where will the food be prepared? \_\_\_\_\_  
Can you provide special dietary options? \_\_\_\_\_  
What is your cancellation policy? \_\_\_\_\_  
How far in advance do I need to book? \_\_\_\_\_  
What will the staff wear? \_\_\_\_\_  
When do you need our choices? \_\_\_\_\_  
Will you set out favors, table numbers? \_\_\_\_\_  
Do you provide for special needs? \_\_\_\_\_  
Is a Children's Meal Available? Price? \_\_\_\_\_

- Entree 1 \_\_\_\_\_  
Entree 2 \_\_\_\_\_  
Starch \_\_\_\_\_  
Veg 1 \_\_\_\_\_  
Veg 2 \_\_\_\_\_  
Salad \_\_\_\_\_  
Soup \_\_\_\_\_  
Appetizer \_\_\_\_\_  
Appetizer \_\_\_\_\_  
Bread \_\_\_\_\_

Other Notes:

\_\_\_\_\_  
\_\_\_\_\_

What is Your Tax & Gratuity Fee? \_\_\_\_\_

Cost/Person: \$ \_\_\_\_\_ X Estimated # of Guests = \$ \_\_\_\_\_  
Extra Fees \$ \_\_\_\_\_  
Tax & Gratuity: \$ \_\_\_\_\_

TOTAL COST \$ \_\_\_\_\_

Tip: Don't forget to include wedding vendors in meals.