

# CHOOSING A CATERER OR FOOD MANAGER

## CATERER OR FOOD MANAGER CANDIDATES

Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Person who will attend reception \_\_\_\_\_ Number of servers \_\_\_\_\_

Minimum/maximum number of guests \_\_\_\_\_ Final head count due \_\_\_\_\_

Menu suggestions \_\_\_\_\_  
\_\_\_\_\_

Services offered (sit-down, buffet, etc.) \_\_\_\_\_

Linens provided  yes  no Fee \_\_\_\_\_ Describe \_\_\_\_\_

Glasses provided  yes  no Fee \_\_\_\_\_ Describe \_\_\_\_\_

Silverware/serving pieces provided  yes  no Fee \_\_\_\_\_ Describe \_\_\_\_\_

Tables/chairs provided  yes  no Fee \_\_\_\_\_ Describe \_\_\_\_\_

Wedding cake provided  yes  no Groom's cake provided  yes  no

Cake cutting fee \_\_\_\_\_ Fee for pouring coffee \_\_\_\_\_

Bartending provided  yes  no Who provides liquor? \_\_\_\_\_

Cost per drink \_\_\_\_\_ Corkage fee \_\_\_\_\_

Decorations available  yes  no Describe \_\_\_\_\_

Tasting appointment \_\_\_\_\_ Notes \_\_\_\_\_  
\_\_\_\_\_

References \_\_\_\_\_

Typical cost per person \_\_\_\_\_ Extra person fee \_\_\_\_\_

Overtime fee \_\_\_\_\_ Gratuities \_\_\_\_\_

Cost \_\_\_\_\_ Sales tax \_\_\_\_\_ Total \_\_\_\_\_

Cancellation policy \_\_\_\_\_

Notes \_\_\_\_\_

# CATERER OR FOOD MANAGER CANDIDATES *(continued)*

Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Person who will attend reception \_\_\_\_\_ Number of servers \_\_\_\_\_

Minimum/maximum number of guests \_\_\_\_\_ Final head count due \_\_\_\_\_

Menu suggestions \_\_\_\_\_

Services offered (sit-down, buffet, etc.) \_\_\_\_\_

Linens provided  yes  no Fee \_\_\_\_\_ Describe \_\_\_\_\_

Glasses provided  yes  no Fee \_\_\_\_\_ Describe \_\_\_\_\_

Silverware/serving pieces provided  yes  no Fee \_\_\_\_\_ Describe \_\_\_\_\_

Tables/chairs provided  yes  no Fee \_\_\_\_\_ Describe \_\_\_\_\_

Wedding cake provided  yes  no Groom's cake provided  yes  no

Cake cutting fee \_\_\_\_\_ Fee for pouring coffee \_\_\_\_\_

Bartending provided  yes  no Who provides liquor? \_\_\_\_\_

Cost per drink \_\_\_\_\_ Corkage fee \_\_\_\_\_

Decorations available  yes  no Describe \_\_\_\_\_

Tasting appointment \_\_\_\_\_ Notes \_\_\_\_\_

References \_\_\_\_\_

Typical cost per person \_\_\_\_\_ Extra person fee \_\_\_\_\_

Overtime fee \_\_\_\_\_ Gratuities \_\_\_\_\_

Cost \_\_\_\_\_ Sales tax \_\_\_\_\_ Total \_\_\_\_\_

Cancellation policy \_\_\_\_\_

Notes \_\_\_\_\_