

“A Glorious Time!” Event Planning & Consulting

Caterer

Pre-Event Planning Questionnaire

"A Glorious Time!" Event Planning & Consulting has compiled a list of 29 important questions we would like you to address prior to signing any contract with our consulting firm. These 29 questions are only intended to guarantee the best selection for our client's particular event.

1. Do you have a health department permit and liability insurance? _____

2. How long has your company been in business? _____

3. Can you share your client reviews with us? _____

4. What venues do you cater? _____

5. Who will be my point-of-contact during the planning process and on the day of the event?

Contact Name (First and Last): _____

Address: (street) _____ | (city) _____ | (zip) _____

Phone Number (H): () _____ - _____ | Phone Number (C): () _____ - _____

E-mail: _____ | Website (if applicable): _____

6. What is the experience-level/training of the service staff as well as the uniform requirements?

7. Are you a “green” caterer? _____ What environmentally-friendly practices do you have at your facility and on-site at events?

8. Will the meal be prepared on-site or arrive at the venue already prepared? _____

9. How accommodating can the chef be for my guests’ special dietary needs? Is there an additional cost for such service?

10. What is the quality of ingredients used in the kitchen -- fresh or frozen? _____

11. What do you recommend for my budget and style of event, and how much would it cost per person?

12. What is the deadline for submitting a final guest count? _____

13. Do you specialize in a particular cuisine? Will it fit my style & budget? Can I request a recipe?

14. Do you have other events booked for the same weekend, day, and/or time? _____

15. Does the cost-per-person work differently for a buffet-style setup versus a sit-down dinner? Please explain:

16. Do you include all charges - staff, rentals, linens, and food - in the cost-per-person? _____

If not, please explain: _____

17. Can you provide a detailed list of included and additional charges (e.g. possible overtime charges, gratuities, and set-up/clean-up charges)? _____

18. Do you provide any extras (e.g. dinnerware, linens, tables, chairs, serving dishes, etc.)? _____

If so, please explain: _____

19. If you do provide linens and dinnerware, do you provide options in color and style? _____

Please explain: _____

20. Who will be responsible for the catering the day of the event (full name and contact information)?

21. Can I schedule a time to meet with this individual(s) who will be responsible for the catering the day of the event? _____

22. How long will it take you to set up and break down? _____

23. If you don't provide cakes, can you cut and serve one that we provide? Are there any additional fees to do so? _____

24. How does your beverage service work? Can we provide our own alcohol? _____

25. Will you set up a station for the other vendors to eat (photographer, musicians, DJ)? What is the additional cost? Please note that this station can be a simple beverage and hors d'oeuvres station.

26. Can you provide meals that are "kid friendly"? Is there a discount for these types of meals? _____

27. Will you let us look at your standard contract? _____

28. What is your required deposit to hold the date? When do we pay the rest of the bill? _____

29. Will you let us sample dishes proposed for the event? _____
