# CATERING CHECKLIST

- ☐ What is the minimum and maximum number of guests that the caterer can accommodate?
- ☐ Can the caterer schedule a tasting of the menu items you're interested in serving at your wedding? Is there a fee for this?
- ☐ Can the caterer handle special requests, such as preparing a traditional family recipe, or vegetarian, vegan, kosher, gluten-free or children's meals?
- ☐ Will they prepare the food on-site?
- ☐ Are there extra costs to bring in equipment that is not provided at the site?
- ☐ Does the caterer prepare all of its own food, or is anything outsourced?
- ☐ Can they create your wedding cake?
- ☐ Is the caterer licensed to serve alcohol?
- ☐ Does the caterer charge for beverage service?
- ☐ Can they show you examples of how the food will be presented (buffet or plated)?
- ☐ Can they supply tables, chairs, linens, plates, glassware and silverware? If so, is there an additional cost?
- ☐ Will your main contact at the caterer also be overseeing service at your wedding?
- ☐ Do costs include delivery, taxes and gratuities?
- ☐ Does the caterer provide their own wait staff and bar staff?
- ☐ Does the caterer have other events scheduled the same day as your wedding?
- ☐ Can the caterer provide at least two references for a similar-size event to yours?
- ☐ What does the caterer require as a deposit and when is it needed?
- ☐ Is there a refund or cancellation policy?

**NOTES**