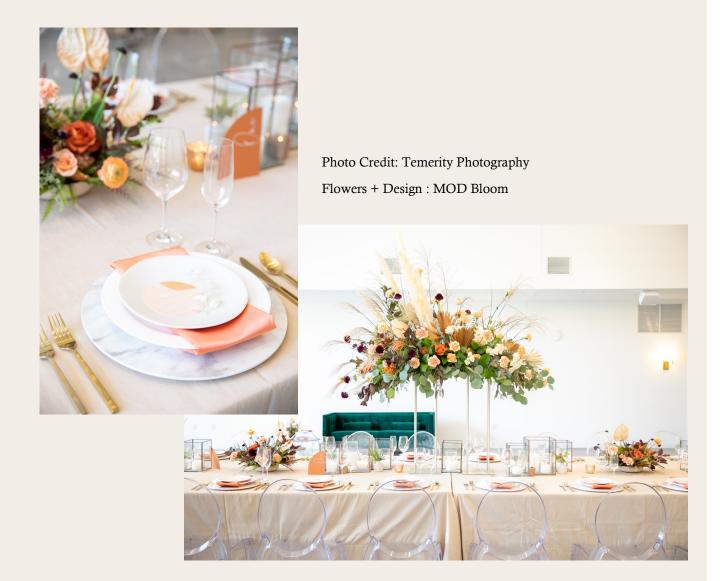


QUESTIONS TO ASK YOUR CATERER

10 MONTHS BEFORE YOUR I DO'S

Many catering companies provide not only food and beverages, but also rentals such as linens, plates, and silverware. Your caterer will help you decide on your reception's serving style, as well as set up a pre-wedding tasting to help you pick out specific food dishes.



QUESTIONS TO ASK YOUR CATERER
Name of Business:
Name of person doing consultation:
Contact info:
Phone
Email
How do you prefer to communicate? TEXT EMAIL PHONE
Do you have our wedding date open? YES NO
Can we schedule a tasting? YES NO
Date and time for tasting:
\$ Is there a fee? YES NO \$
What is the process to book with you? (contract, deposit, payment schedule)
Contract info:
\$ Deposit and payment:
What is your cancellation policy?
Our venue requires caterers to be licensed and have liability insurance. Do you have these?
YES NO
IMPORTANT NOTE
The Eloise has a prep kitchen for caterers to set up and serve your meal. All food will have to be made in an off-site licensed kitchen as the venue is not able to support food preparation. Make sure your caterer is able to meet these requirements. If they have any questions, please have them call us at (608) 338-3610 or email us at info@theeloiseweddingbarn.com

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QUESTIONS TO ASK YOUR CATERER

Do you have a travel fee? YES NO \$			
Do you have travel restrictions? YES NO			
Who will be our point of contact for the planning? Will that person be at the wedding? If not, who will be in charge on the day of?			
How frequently will you be in touch? What are your communication expects	ations? (frequency and type)		
What is included in the catering service?			
	TIP: Find out if these are included or for rent: linens, plates, utensils, napkins, cups/glasses, staff, set up/clean up of catering items, water/coffee/juice, ice, appetizers, etc.		
Do you offer any upgraded services (plastic vs ceramic plates, utensils, line	ens, etc) and what is the fee?		
Do you provide a coffee bar (cream, sugar, cups, napkins, stir sticks)? Do is there a fee?			
If serving appetizers, how many do you prepare per guest? Does your staff many servers will there be?	f pass them around? How		
How much time do you need to set up and clean up?			
What time do you recommend serving dinner?			
Will dinner be served as a buffet, family style or plated dinner?			
Is there a price difference? YES NO \$			
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QUESTIONS TO ASK YOUR CATERER

Do you have alternative food options for children? Are children charged differently?		
If we have a buffet, will your staff dismiss the tables to go get their food? YES NO Do you accommodate dietary restrictions like vegetarians, vegan, gluten free, allergies, etc. ? If so, are there any additional fees?	TIP: If your caterer doesn't provide dismissal of tables, you can ask your DJ.	
What is provided in the clean up service? Will staff clear all plates and food from the is served?	tables after dinner	
Does your staff handle cake cutting? Do they distribute the cake? If so, is there a fee? YES NO \$ What do you do with the extra food?		
If the reception runs long, do you charge overtime fees?		
When do you need our final guest count? Are there any additional fees we should know about?		
Is gratuity added to the bill? Is gratuity distributed to the staff?		
TIP: Ask about vendor meals. How do they handle vendor meals? It's normal for request that a meal is provided (ie, photographers, DJ, videographer, wedding pleto ask all your vendors if they require a meal. We recommend having your vendomend head table. That way your vendors can get back to your wedding a	anner). Make sure	

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QUESTIONS TO	ASK YOUR CATERER
OTHER NOTES:	
PROS OF CHOOSING THIS VENDOR	PROS OF CHOOSING THIS VENDOR
Final Thoughts	
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