

The background image shows a spacious wedding hall with a high, vaulted ceiling. Several large, multi-tiered circular chandeliers with warm-toned lights are suspended from the ceiling. The walls are a light, neutral color, and a large wall of windows is visible in the background, offering a view of greenery outside. The floor is a polished, reflective surface. A dark green rectangular overlay is positioned in the upper half of the image, containing the title text.

THE ELOISE

WEDDING PLANNING GUIDE

QUESTIONS TO ASK YOUR CATERER

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.



Photo Credit: Temerity Photography

Flowers + Design : MOD Bloom



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

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 expectations? (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, linens, etc) and what is the fee? _____

Do you provide a coffee bar (cream, sugar, cups, napkins, stir sticks)? Do you provide tea in addition or is there a fee? _____

If serving appetizers, how many do you prepare per guest? Does your staff pass them around? How many servers will there be? _____

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 \$_____

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 tables after dinner is served? _____

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? _____

How many staff will be at our wedding and how will they be dressed? _____

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 some vendors to request that a meal is provided (ie, photographers, DJ, videographer, wedding planner). Make sure to ask all your vendors if they require a meal. We recommend having your vendors served after the head table. That way your vendors can get back to your wedding asap.

QUESTIONS TO ASK YOUR CATERER

OTHER NOTES: _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

PROS OF CHOOSING THIS VENDOR

PROS OF CHOOSING THIS VENDOR

Final Thoughts