

# ELOISE

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## Questions To Ask Your Caterer

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# HIRE 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.**

# Caterer Questionnaire

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 or No

Can we schedule a tasting? Yes or No

Date and time for tasting: \_\_\_\_\_

What is the fee for this? \$ \_\_\_\_\_

What is the process to book with you? (contract, reservation fee, payment schedule)

\_\_\_\_\_  
\_\_\_\_\_

Contract info: \_\_\_\_\_

\_\_\_\_\_

Reservation fee and payment schedule: \_\_\_\_\_

\_\_\_\_\_

What is your cancellation policy? \_\_\_\_\_

\_\_\_\_\_

The Eloise has a prep kitchen for caterers to set up and serve your meal. All food must be made in an off-site licensed kitchen and brought to the venue as The Eloise 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@theeloiseevents.com](mailto:info@theeloiseevents.com)

# Caterer Questionnaire

Do you have a travel fee? Yes or No \$ \_\_\_\_\_

Do you have any travel restrictions? Yes or 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? \_\_\_\_\_

What is the cost difference between the various dinner styles (plated, buffet, family style)?\$ \_\_\_\_\_

Can you provide a coffee bar (cream, sugar, cups, napkins, stir sticks)? Yes or No  
What is the fee for this?\$ \_\_\_\_\_

What is the cost difference between appetizers being butler passed and set on a table?\$ \_\_\_\_\_

Do you have any rentals? (plates, utensils, linens, etc.)? Yes or No

What are the fees associated with these services/rentals?\$ \_\_\_\_\_

What is the process for returning these items following the wedding? Are we responsible for returning them back to you?

What is the fee to have a staff member stay/return to the venue to retrieve these items? \$ \_\_\_\_\_

What time do you recommend serving dinner? \_\_\_\_\_

# Caterer Questionnaire

Do you have alternative food options for children? Are children charged differently?

Do you accommodate dietary restrictions like vegetarians, vegan, gluten free, allergies, etc. ? Yes or No

If so, are there any additional fees?

Does your staff handle cake cutting? Yes or No

What is the fee for this? \$ \_\_\_\_\_

What is the cost difference between the cake being butler passed and set on a table?

How much time do you need to set up and clean up?

What is provided in the clean up service?

Will staff clear all plates and food from the tables after dinner is served? Yes or No

What do you do with the extra food?

If the reception runs long, do you charge overtime fees? Yes or No \$ \_\_\_\_\_

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

When do you need our final guest count?

Is gratuity added to the bill? Is gratuity distributed to the staff?

Are there any additional fees we should know about?

# Caterer Questionnaire

OTHER NOTES:

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PROS OF CHOOSING THIS VENDOR

CONS OF CHOOSING THIS VENDOR

FINAL THOUGHTS: