



Wedding Caterer Checklist

Question	Your Notes/Answer
Is the caterer available on my preferred date?	
What are the fees involved besides food and beverage? Is this venue or location dependent?	
Ask for a copy of all food and beverage options.	
How long will the caterer be at your wedding? A few hours or the whole event?	
Does the cost include chairs, tables, cutlery and glass wear or is this extra?	
Can children be catered for?	
Can special diets be catered for? Vegan/Vegetarian, Gluten etc?	
Do the caterers offer tailored menus?	
Do you offer any additional services, such as dessert tables, ice cream cart or donut stations etc?	
Are waiting staff included and what is the ratio of bar staff to guest?	
Can a menu tasting be arranged and is there a charge for this?	
Is there a minimum spend for food and beverage? If yes, how much is this?	
If booking more than a year in advance are the current prices applicable for my wedding or will there be increases?	
Are prices inclusive of VAT, taxes and insurance? Are any extra insurances need for a wedding at a private venue such as a private villa?	
What deposit is required to book and what are the payment terms?	
When are final orders needed and final payment due?	

Wedding Caterer Checklist Continued

How are payments made? Bank Transfer, Credit Card or money transfer?	
What are the cancellations terms?	
Is tipping mandatory or discretionary?	
Does the caterer have a contract listing all the T and C's I can read and review before paying my deposit?	

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