



# Old Pueblo Tent & Event Services, LLC

[www.OldPuebloTent.com](http://www.OldPuebloTent.com)

## Questions to consider when selecting a caterer

*This worksheet has been designed for you to print and take with you when visiting various caterers. Collect copies of their menus and ask the following important questions. Asking these questions will ensure you choose the right caterer for your event.*

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

1. Are you a full-time caterer?
2. What else do you do?
3. What kind of experience, background, do you have?
4. Have you received any formal catering/chef training?
5. How long have you been a caterer, and how many events have you catered?
6. Do you specialize in certain types of food or service?
7. Have you handled events of my type or size before?
8. What is the average price range - are costs itemized or as a package?
9. What makes you better of different than other caterers?
10. What are the reasons you think we should hire you?
11. Do you have all the necessary licenses and health permits?
12. Are you properly insured?
13. Do you provide food tastings?
14. Is there a fee for food tastings?
15. Do you work with fresh (not frozen) food?
16. What time would you arrive to set up equipment?
17. What equipment do you provide?

18. What is the staff to guest ratio?
19. What will the staff be wearing?
20. If it's a buffet is service staff provided or will it be self serve?
21. Is there an extra charge for buffet service staff?
22. Do you have a liquor license?
23. Is there an extra charge for bartenders?
24. Who will supply the liquor, ice, water etc?
25. Is corkage charged if we supply our own beverage?
26. What are the costs for alcohol and beverages?
27. Is a minimum expenditure expected over the bar?
28. Do you provide a cake cutting service?
29. Is this part of the package or will there be an additional cost for this service?
30. Could you make the wedding cake?
31. When are final numbers due?
32. Are there special prices for children?
33. When is the deposit required and how much?
34. When is the final payment due?
35. What is the overtime charge?
36. Will you have any other events on the same day?
37. Will you be the person we deal with on the day during the event?
38. Will you put out place cards?
39. How involved are you during the event? (Cueing the band, inviting guests to the buffet etc.)
40. Do you provide tables, chairs, linen, crockery, cutlery, glassware etc?
41. Can we see the above items to ensure they are acceptable?
42. Are the above items included in the package price?
43. Do you provide the above items or are they from another company?
44. Are there any additional charges not mentioned?
45. Do you provide a written contract and guarantee?
46. What are the refund/cancellation terms?
47. Can we see photos of your previous work for such events?
48. Can we please have contact details for two previous clients?