

Interview Questions - Caterer

	Vendor 1	Vendor 2	Vendor 3
Company Name			
Contact Name			
Telephone			
Fax			
Email			
Are you a member of the Better Business Bureau?			
How long have you been in business?			
Have you catered weddings before?			
What is the smallest and/or largest wedding you've catered?			
Have you catered a green wedding before?			
Do you use organic ingredients?			
Where do you purchase your ingredients? Are they local?			
How long have you been preparing organic menus?			
Do you provide a menu sampling session? Is there a fee?			
Are you licensed and insured?			
Do you have a liquor license?			
Do you provide bartending service? What is the charge?			
Do you provide dinnerware, service ware, glasses, china, linen, cutlery etc.?			
What are we required to provide?			
Do you have a set menu or can it be customized?			
Do you provide wait staff?			
Do you provide buffets?			
Will your wait staff serve the wedding cake?			
Does your company have a dress code or uniform?			
What will your employees wear while working?			
Do you have a staff to guest ratio and what is it?			
Do you have a cancellation/postponement policy?			
How long does it take you to set up?			
When will you set up?			
Is set up and clean up included in your prices?			

What is your plan in the event of equipment failure? Do you have back up equipment?			
Do you provide a wedding cake? What is the charge?			
When do you need the final head count?			
How much do you charge for a deposit?			
When is the balance payment due?			
Are there any additional charges I should be aware of? ie. Gratuities, travel, taxes etc.			
What is your policy on overtime?			
What do you do with leftovers? Are they donated to homeless shelters and/or other charitable organizations?			
Do you use biodegradable cleaning products? Ie. eco-friendly dishwashing detergent etc.			
Additional questions:			

