

Interview Questions – Reception Locations

	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?			
Do you recycle bottles, paper and plastics after events?			
Do you use chemical fertilizers and or pesticides on your lawns and gardens?			
What eco friendly initiatives does your facility incorporate? I.e. energy efficient light bulbs, appliances etc.			
Do you use environmentally friendly biodegradable cleaning products?			
Have you hosted weddings before?			
What is the smallest and/or largest wedding you are able to accommodate?			
Do you have a dance floor? How many people does it accommodate?			
Do you have adequate parking? And is there a charge?			
Do you have all the necessary licenses, insurance and health permits?			
Do you provide catering? If yes, ask the following questions.			
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?			
Do you provide dinnerware, service ware, glasses, china, linen, cutlery etc.?			
What equipment are we required to provide?			
Is set up and clean up included in your prices?			

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Do you provide a wedding cake? What is the charge?			
Do you have a set menu or can it be customized?			
What do you do with leftovers?			
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 allow outside caterers?			
Do you have a fully equipped kitchen?			
Do you have a liquor license?			
Do you provide bartending service? What is the charge?			
Do you have sufficient electrical outlets for a DJ service?			
How soon can we access the facility for set up and decoration?			
Do you have a cancellation/postponement policy?			
What is your plan in the event of equipment failure? Do you have back up equipment?			
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:			