

# Catering Worksheet

Most caterers quote costs on a per-person basis.  
When comparing prices, check both the menu and the services provided.

Caterer \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Phone# \_\_\_\_\_

Service Date \_\_\_\_\_ Time \_\_\_\_\_

Reception Location \_\_\_\_\_

Menu \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cost per Guest \_\_\_\_\_ X # Guests \_\_\_\_\_ = \$ \_\_\_\_\_

**Does the per guest cost cover.....**

All Necessary equipment: Chairs, Tables, China, Tableware, Glassware, Linens, room setup and tear down?

What choices are available for Table Linen colors and style?

What choices are available for napkin colors?

May we choose a particular napkin fold?

Are chair covers and / or sashes available?

Is a dance floor included in the per-person cost? If not, then what are the options and costs?

How many servers will be available for my event?

Is a cake cutting service included in the per-person cost? If not, then what are the fees?

Does this include dishes and flatwear?

Is there an extra charge for a Champagne toast?

Will Champagne also be served during the cocktail hour?

Can special meals be ordered for guests with dietary restrictions?

Will I be charged for guests who do not show up?

Is there valet parking available? What are the costs?

What is the percentage for the Service Charge, Taxes and Gratuity?

Are there other fees that we should know of?

## Liquor

Supplier \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Pickup or Deliver? \_\_\_\_\_ Date / Time \_\_\_\_\_

Ice \_\_\_\_\_

Discuss the difference between Open Bar vs. Cash bar

Does the facility allow you to bring in your own alcohol?

Does the facility charge per consumption?

Does the facility charge per guest?

Does the facility charge per hour?

Are there any corking fees?

Are you required to provide bartenders?

Are you required to provide security staff?

How many bars are available?  
How many bartenders per bar?

Liquor brands available \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Groom



Groom