



# GUIDE TO INTERVIEWING POTENTIAL CATERERS

## FROM MBD MARKETING & EVENTS

### INTERVIEW CHECKLIST

Hiring a great caterer can help eliminate so much unnecessary event stress. The best team will help with some of the small, yet very important details. Ensure you get the best of the best by asking your potential caterer these questions in your interview process.

Questions:

1. Are you available on our event/wedding date?
2. What is your approach to food recommendations and preparation?
3. How many events have you catered?
4. What is the typical size of events you cater?
5. How many events will you be working on the day of our event?
6. Have you ever done an event at this particular location? Are there any extra requirements for this venue?
7. Do you offer traditional plated dinner, family-style affair, casual buffet or cocktail event with just hors d'oeuvres?
8. How many wait staff will you bring?
9. Do you carry liquor liability insurance? Do you offer bartending service?
10. Do you provide linens, napkins, china, flatware or glassware? If so, can I see a sample? What colors of linens are available? Is this an additional fee?
11. Will I be charged for broken items?
12. What will the wait staff and bartenders wear?
13. How much time do you need for set-up and tear down? Will these times be included in my quote?
14. Will you light the candles on my guest tables?
15. Do you offer any additional services such as bartending and menu tastings?
16. Will the tax and service fees (gratuity) be included in my quote?
17. How much is the deposit to hold our date and when is the balance due?
18. What is your cancellation policy?



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