

Food and Beverage Service Questionnaire

Questions for caterer

1. Ask to see photos of the food or from past events (especially hors d'oeuvres and buffet arrangements).
2. What platters and garnish will be used to pass hors d'oeuvres
- 1 hors d'oeuvres per person every 10 minutes (equivalency of 6 pieces/1 hour/person)
3. Will special menu/dietary requests be available
4. When and where should the cake be delivered.
5. Ask for a proposal with all costs listed (*food, waitstaff, linens, candles, room and rentals*)
6. Costs per head: (three levels: adult, children, vendors you agree to feed).
7. Any extra fees: sales tax, gratuity, bar, corking, cake cutting fees
8. What type of food does the caterer do best. Any specialties?
9. Where will the food be prepared? If on-site is there a fee for added equipment?
10. Do you order the rentals and what is the service charge for handling this service
- Tables, chairs, plates, linens, silverware, S & P shakers, table numbers
11. What will the staff be wearing (specify to fit the theme of the event) and long hair up
12. What is the waitstaff's charge per hour. Overtime fee. Specify length of event included.
13. What will be the number of waitstaff working the event? Remember:
 - * 1 bartender per every 50 people (2 bars for guest count of 50+ guests)
 - * 1½ servers to every 10 people for a plated dinner
 - * 5 servers and one working captain for a 100 person buffet
 - * 1 server for every 50 people for a cocktail party
14. What does the "bar set-up" include (ice, napkins, bar fruit)
15. In a restaurant is there a private room available for client's use (and is there a charge)
16. Discuss coat check
13. Date by which the caterer needs a final guest count
14. What is the cancellation and refund policy
15. Need proof of license and liability insurance
16. Will caterer provide alcohol? Specify brands. Credit given for unopened, unused liquor.
17. Will there be a banquet manager running the evening (i.e. cueing the band, seating guests for dinner, and cutting of the cake). Get the name and extension of the main contact.
18. Are there any other parties on the same evening as yours?
19. What is the deposit amount? When is the second payment and final balance due?

Remember

1. Make sure the menu suits your budget, time of day, the formality and ethnic preferences
2. Request the top layer of cake is boxed and saved
3. Provide the caterer with a detail timeline of the for the event
 - a. Do a walkthrough if possible
 - b. Provide caterer with contact name and number for all relevant vendors
4. Do a tasting or eat at the restaurant before the event (to test food and service)
5. Get estimates from 2-3 competitors to compare price and creativity
6. 1 bottle wine or champagne = 5-6 partially filled glasses
1 liter liquor = 25 drinks
1.75 liters liquor = 45 drinks
7. Budget Bar should include:
 - White wine, scotch or bourbon, vodka (summer) or gin (winter), beer and mixers
8. Full Bar should include:
 - White wine, vodka, gin, scotch, bourbon, rum, whiskey, vermouth, sherry, mixers, and beer