

CATERER *details*

CATERER: TOPICS TO DISCUSS	OPTION 1	OPTION 2	OPTION 3
CONTACT INFORMATION: NAME: PHONE: EMAIL: WEBSITE:			
DATE: IS OURS AVAILABLE?			
HOW MANY GUESTS CAN YOU ACCOMMODATE?			
IS THERE A COST FOR SET- UP AND TAKE-DOWN?			
HOW DO YOU SERVE FOOD (BUFFET, FAMILY STYLE, PLATED)?			
WHAT MAKES YOUR FOOD UNIQUE?			
CAN YOU ACCOMMODATE SPECIAL DIETS?			
DO YOU HAVE A FOOD SERVICE PERMIT/ LICENSE?			
DO YOU HAVE INSURANCE COVERAGE?			
ARE THERE HIDDEN COSTS? (SERVICE CHARGE, GRATUITY, OR OVERTIME CHARGES?)			
WHAT'S THE CANCELLATION POLICY?			
WHAT IS THE LAST POSSIBLE DATE THAT WE CAN MAKE CHANGES? WHEN ARE FINAL NUMBERS DUE?			

CATERING *details*

DINNER OPTIONS

☐ BUFFET

☐ DUAL PLATED

☐ COCKTAIL HOUR

☐ PLATED DINNER

☐ FOOD STATIONS

BAR OPTIONS

☐ FULL HOSTED/OPEN BAR

☐ COCKTAIL HOUR

☐ DINNER

☐ HOSTED BEER

☐ HOSTED WINE

☐ HOSTED SIGNATURE DRINK

☐ CASH BAR