



# Questions to ask a prospective *caterer*

Q: Do you have a business license? A: \_\_\_\_\_

Q: Is there anything you specialize in? What are your favorite menu items?

A: \_\_\_\_\_

Q: Do you provide samples for tasting?

A: \_\_\_\_\_

Q: Can you provide references?

A: \_\_\_\_\_

Q: Who will be setting up food service/serving food? What about clean up?

A: \_\_\_\_\_

Q: Are there extra charges or deposits required for cake stands and/or serving dishes?

A: \_\_\_\_\_

Q: How much is the deposit?

A: \_\_\_\_\_

Q: When is the final head count due?

A: \_\_\_\_\_

Q: Is your quote inclusive or are there any additional charges (i.e. travel, service)?

A: \_\_\_\_\_

Q: Are you insured? A: \_\_\_\_\_

Q: What is your cancellation/refund policy?

A: \_\_\_\_\_