

CATERING - ASKING THE RIGHT QUESTIONS

<p><input type="checkbox"/> What is your cancellation policy? _____</p> <p><input type="checkbox"/> Are flatware, china, glassware and linens included? _____</p> <p><input type="checkbox"/> What equipment is provided? _____</p> <p><input type="checkbox"/> Who will be the on-site contact? _____</p> <p><input type="checkbox"/> What is the server-to-guest ratio? (The general ratio is one server for every twenty to twenty-five guests at a sit-down dinner and one server to every eight guests at parties where most of the food is butlered by waitstaff.) _____</p> <p><input type="checkbox"/> Are labor charges included or extra? _____</p> <p><input type="checkbox"/> Does the cost include setup and cleanup? _____</p> <p><input type="checkbox"/> How many hours of staff time is included? _____</p> <p><input type="checkbox"/> Will you have servers at the buffet table or is it self-serve? _____</p> <p><input type="checkbox"/> Will your servers pour the wine and champagne throughout dinner? _____</p> <p><input type="checkbox"/> Are bartenders provided? _____</p> <p><input type="checkbox"/> When does overtime go into effect? _____</p> <p><input type="checkbox"/> What will the staff wear to the event? _____</p> <p><input type="checkbox"/> Will the staff collect plates after mealtime? _____</p>	<p><input type="checkbox"/> Does the price include cutting and serving the cake? _____</p> <p><input type="checkbox"/> Are you familiar with the reception location? _____</p> <p><input type="checkbox"/> Will you need access to their kitchen facilities, if available? _____</p> <p><input type="checkbox"/> When will you require access to the site? _____</p> <p><input type="checkbox"/> What are the terms of payment: The deposit? Balance due? _____</p> <p><input type="checkbox"/> Are taxes and gratuities included? If not, how much? _____</p> <p><input type="checkbox"/> What are your postponement and cancellation policies? _____</p> <p><input type="checkbox"/> Do you accommodate special orders, especially for dietary restrictions? _____</p> <p><input type="checkbox"/> Are beverages included? _____</p> <p><input type="checkbox"/> What are the portion sizes? _____</p> <p><input type="checkbox"/> What is the deadline for menu selection? _____</p> <p><input type="checkbox"/> Menu Must-Haves: _____ _____ _____ _____ _____</p>
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{ CATERING NOTES }

1

Company Name:.....

Contact:.....

Phone #:.....

Address:.....

Website & Email:.....

References:.....

Interview Notes:.....

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Tasting Notes:.....

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2

Company Name:.....

Contact:.....

Phone #:.....

Address:.....

Website & Email:.....

References:.....

Interview Notes:.....

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Tasting Notes:.....

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3

Company Name:.....

Contact:.....

Phone #:.....

Address:.....

Website & Email:.....

References:.....

Interview Notes:.....

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Tasting Notes:.....

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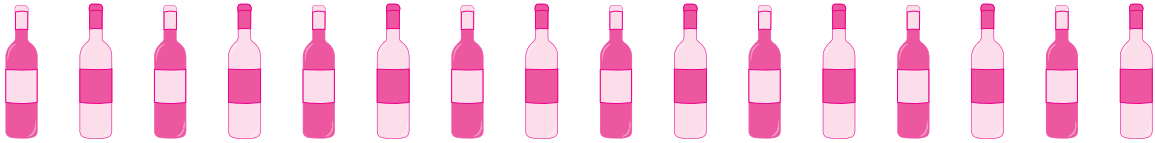
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Use this list to help you make notes of different wines you've tried that you might want to use for your reception. Be sure to rate each wine after you drink it so you don't forget which are your favorites!



RED WINE

Name: _____

Year: _____

Price per bottle: \$ _____

Where to buy: _____

Rating (OUT OF 5):
♥ ♥ ♥ ♥ ♥

Name: _____

Year: _____

Price per bottle: \$ _____

Where to buy: _____

Rating (OUT OF 5):
♥ ♥ ♥ ♥ ♥

Name: _____

Year: _____

Price per bottle: \$ _____

Where to buy: _____

Rating (OUT OF 5):
♥ ♥ ♥ ♥ ♥

Name: _____

Year: _____

Price per bottle: \$ _____

Where to buy: _____

Rating (OUT OF 5):
♥ ♥ ♥ ♥ ♥

Name: _____

Year: _____

Price per bottle: \$ _____

Where to buy: _____

Rating (OUT OF 5):
♥ ♥ ♥ ♥ ♥

WHITE WINE

Name: _____

Year: _____

Price per bottle: \$ _____

Where to buy: _____

Rating (OUT OF 5):
♥ ♥ ♥ ♥ ♥

Name: _____

Year: _____

Price per bottle: \$ _____

Where to buy: _____

Rating (OUT OF 5):
♥ ♥ ♥ ♥ ♥

Name: _____

Year: _____

Price per bottle: \$ _____

Where to buy: _____

Rating (OUT OF 5):
♥ ♥ ♥ ♥ ♥

Name: _____

Year: _____

Price per bottle: \$ _____

Where to buy: _____

Rating (OUT OF 5):
♥ ♥ ♥ ♥ ♥

Name: _____

Year: _____

Price per bottle: \$ _____

Where to buy: _____

Rating (OUT OF 5):
♥ ♥ ♥ ♥ ♥