



Latson Enterprises

“Weddings With A Touch Of Elegance”

Question To Ask The Caterer

- Make sure the caterer is licensed or you may be liable if something happens.
- If outdoors, make sure they have refrigeration.
- Find out how they dress.
- What is the estimated cost per person for a seated dinner? Buffet? Cocktail reception? Open bar? What does the cost include?
- What is the staff-to-guest ratio? (For seated meals, the ratio is usually one waiter to 8-10 guests.)
- Have you worked at my prospective reception sites? Can you recommend other sites for weddings?
- Do you have a set menu? Can the menu be modified?
- Can the kitchen staff adhere to special dietary restrictions for some guests who may be diabetic, kosher, or vegetarian?
- Do you have liability coverage - including liquor liability?
- Can you supply me with a list of references? (Contact two.)
- How much advance time is needed to confirm a reservation?
- Can I arrange to view the catering of another wedding reception to check food display, service style, flow, organization? Can we arrange to taste foods on the menu you suggest?
- Do you set the tables? Provide linens? Order floral arrangements? Coordinate the music?
- What additional charges might be incurred other than the food, beverages, and rental of requested extras?
- What is the policy for payment, tipping? (Some caterers request cash, others accept checks or credit cards. Some include gratuities in the base or overall price, others do not.)
- How much advance time will you need to set up?
- Can you send me a confirmation letter including the wedding date and time, names of service help, tipping policy, decorating time, color schemes, menu, cost per person?
- Can I see available linens? What is the additional rental cost?
- How much food is enough? (Ten to twelve hors d'oeuvres per person is adequate. With buffets, offer a choice of two entrees.)
- Will the hors d'oeuvres be hand served or on a buffet?
- How much are your overtime and cancellation costs?
- Can you give me a ceiling on anticipated menu price increases? (Caterers quote final prices 90 days prior to the wedding. Due to rising food costs, an increase might be 10%.)
- When will the wedding cake be delivered (if your caterer will provide you with one)? Is the cake cut by the banquet staff?
- Can we go over placement of the head table - on a raised platform or floor level, dais or round table?

- How many drinks does each bottle of liquor, champagne, provide? Is there an opening fee per bottle of champagne?
- Will you feed the photographers, the musicians?
- What is the guarantee requirement for number of guests?
- When must I provide a final guest count?