



'I DO'
TO DO'S

The Catering



Some venues will have an in-house caterer, others will have a preferred list of caterers to choose from, or you may be able to choose your own.

8-12
Months

- ☐ Decide on the type of reception you want to have — cocktail, sit-down, brunch, etc.
- ☐ Define your food and beverage budget
- ☐ Attend introductory tastings with caterers
- ☐ Interview and choose a catering company
- ☐ Pay deposit

6
Months

- ☐ Schedule tasting with the caterer and finalize the menu
 - **Appetizers**
 - **Dinner**
 - **Desserts**
 - **Late-Night Eats**
 - **Beverages (If provided)**
- ☐ Choose plates, linens, tables, glassware, chairs, and flatware
- ☐ Finalize rehearsal dinner menu with the caterer (or venue/restaurant)

2-3
Weeks

- ☐ Record menu selections as RSVPs come in
 - TIP: Record any food allergies or dietary restrictions as you receive them*
- ☐ Finalize seating chart

Week
Of

- ☐ Give final guest count to caterer, bar service, and venue
 - *TIP: Don't forget to include wedding vendors in meals!*
- ☐ Give place cards, table numbers, and menus to the catering manager
- ☐ Confirm arrival time of catering
- ☐ Send the catering team a day-of schedule and floor plan layout





GET TO
KNOW

The Catering



CATERING COMPANY:

PRICE RANGE:

- ☐ Are you available for my wedding date?
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- ☐ What deposit do you require?
.....
- ☐ When is the final payment due?
.....
- ☐ How many weddings does your company service in a day?
.....
- ☐ Can I get a contract in writing?
.....
- ☐ What is your cancellation policy?
.....
- ☐ Can you share some reviews with me?
.....
- ☐ How many years of experience do you have?
.....
- ☐ How far in advance should I book with you?
.....
- ☐ Do you have any travel fees?
.....
- ☐ Can I customize the menu?
.....
- ☐ What style of catering do you offer?
.....
- ☐ Do you offer tastings? Are they complementary? How many people can I bring?
.....
- ☐ What is included in your pricing? Does it include clean up?
.....
- ☐ Do you specialize in certain types of food?
.....
- ☐ How does delivery, set-up, and teardown work?
.....
- ☐ Do you provide a wine pour option?
.....
- ☐ Where will the food be prepared? Do you need to use on-site facilities?
.....
- ☐ What time will you be on-site and off-site?
.....
- ☐ Do you provide special dietary options?
.....
- ☐ Do you charge per person or per item?
.....
- ☐ Will you provide tables, chairs, plates, napkins, silverware, etc.?
.....
- ☐ Will you make special meals for kids and my wedding service providers?
.....
- ☐ Are you licensed?
.....
- ☐ What is the server-to-guest ratio?
.....
- ☐ What will the staff wear?
.....
- ☐ Will you set out place cards, menus, and table numbers?
.....
- ☐ When do you need our finalized choices?
.....
- ☐ Do you have any extra fees? I.e. sales tax, service fees, gratuities
.....
- ☐ Do you provide cake cutting? Is there an added fee for this?
.....
- ☐ Do you have liquor liability insurance? (If they are providing bar service)
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