

# Catering - Corporate or Social

## **Personal catering considerations and questions:**

- Where are you located? \_\_\_\_\_
- Are you an off-premises caterer? \_\_\_\_\_
- Do you have a permit? \_\_\_\_\_
- Do you have a commercial kitchen? \_\_\_\_\_
- Is the caterer responsive to your needs? \_\_\_\_\_
- Is the caterer professional in appearance and actions? \_\_\_\_\_
- Does the caterer have an excellent and well-trained staff? \_\_\_\_\_
- Have you tasted the caterer's food? \_\_\_\_\_
- What person will actually be available at the event? \_\_\_\_\_
- Have you reviewed his portfolio and letters of recommendation? \_\_\_\_\_

## **Timing issues to consider:**

- Know the setup and tear down time for the facility \_\_\_\_\_
- Hours for: Cocktails/Refreshments; if a open bar, closing time? \_\_\_\_\_
- Hors d'oeuvres; if butler-style, how often served? \_\_\_\_\_
- First Course (If there is to be a speaker, \_\_\_\_\_
- Main Course during what course will he speak?) \_\_\_\_\_
- Dessert \_\_\_\_\_
- If a meeting/seminar, are refreshments being served? \_\_\_\_\_
- When? How often? \_\_\_\_\_

## **The different serving styles:**

- Informal versus formal \_\_\_\_\_
- Hors d'oeuvres/butler- or buffet-style \_\_\_\_\_
- Open seating versus reserved \_\_\_\_\_
- Sit-down dinner or buffet \_\_\_\_\_
- Food stations; how many? \_\_\_\_\_

## **Menu issues to consider:**

- Type of food \_\_\_\_\_
- Hot or cold food; both? \_\_\_\_\_
- Variety of menu; is there a choice of entrees? \_\_\_\_\_
- Uniqueness \_\_\_\_\_
- Quality \_\_\_\_\_
- Number of courses \_\_\_\_\_
- Theme-related foods \_\_\_\_\_
- Special dietary requirements available \_\_\_\_\_

## **Beverages considerations:**

- Restrictions; beer, wine, champagne and alcohol \_\_\_\_\_
- Host or no-host bar \_\_\_\_\_
- Full bar? Premium bar? Well bar? \_\_\_\_\_
- Include mixes, cocktail napkins and glasses? \_\_\_\_\_
- Alcohol beverage licensing/permits; caterers or site? \_\_\_\_\_
- Liquor liability insurance \_\_\_\_\_
- Alcohol management program \_\_\_\_\_

Soda? Juices? Specialty water? \_\_\_\_\_

Tea and coffee \_\_\_\_\_

Beverage to be served with dinner \_\_\_\_\_

**Personnel considerations:**

Who provides the staff, caterer or coordinator? \_\_\_\_\_

Bartenders; how many? \_\_\_\_\_

Wait persons; how many? \_\_\_\_\_

Bus persons; how many? \_\_\_\_\_

Kitchen personnel; how many? \_\_\_\_\_

Personnel; what is their attire? \_\_\_\_\_

Personnel with First Aid/CPR training? \_\_\_\_\_

**Location considerations:**

Dining or meeting rooms \_\_\_\_\_

Private dining rooms \_\_\_\_\_

Outside/Patio \_\_\_\_\_

Busing stations \_\_\_\_\_

Foyers \_\_\_\_\_

**Room/Table arrangements considerations:**

Round tables \_\_\_\_\_

Rectangular tables \_\_\_\_\_

U-shaped, square, etc. layout \_\_\_\_\_

Head tables \_\_\_\_\_

Are tables to be numbered or identified? \_\_\_\_\_

Chairs in rows, no tables \_\_\_\_\_

Chairs on perimeter, no tables \_\_\_\_\_

Accommodations for extra people \_\_\_\_\_

**Room/Table arrangements considerations (continued):**

Space for bar(s) \_\_\_\_\_

Space for program and entertainment \_\_\_\_\_

Storage space/personal and equipment \_\_\_\_\_

How will traffic flow? \_\_\_\_\_

**Facility/Equipment considerations and whose responsibility?**

Kitchen facilities/restrictions \_\_\_\_\_

Tables/chairs \_\_\_\_\_

China, crystal and utensils \_\_\_\_\_

Linens; clothes and napkins \_\_\_\_\_

Decorations; props \_\_\_\_\_

Flowers, balloons, etc. \_\_\_\_\_

Special equipment \_\_\_\_\_

Preparation \_\_\_\_\_

Serving, etc. \_\_\_\_\_

**Costs**

Food \_\_\_\_\_  
Beverage \_\_\_\_\_  
Personnel \_\_\_\_\_  
Tables/Chairs \_\_\_\_\_  
Linens; cloths and napkins \_\_\_\_\_  
China, crystal and utensils \_\_\_\_\_  
Other rentals \_\_\_\_\_  
Extra charges; overtime, security, etc. \_\_\_\_\_  
Gratuity \_\_\_\_\_  
Tax \_\_\_\_\_  
Deposit amount, when due \_\_\_\_\_  
Balance due \_\_\_\_\_

**Scheduling**

Final head count due \_\_\_\_\_  
Delivery date and time \_\_\_\_\_  
Delivery access to unloading/loading \_\_\_\_\_  
Setup time/Cleanup time \_\_\_\_\_  
Length of service \_\_\_\_\_  
Rental pickup date and time \_\_\_\_\_