

catering checklist

All you need to know and what you need to cover in your catering agreement

<input type="checkbox"/> Main contact	
<input type="checkbox"/> Contact details	
<input type="checkbox"/> Wedding date	
<input type="checkbox"/> Start and finish times	
<input type="checkbox"/> List of named rooms to be hired	
<input type="checkbox"/> Menu and listed courses, with alternatives if not available	
<input type="checkbox"/> Vegetarian or special meal requirements	
<input type="checkbox"/> Cocktail reception drinks	
<input type="checkbox"/> Drinks with meal	
<input type="checkbox"/> Bar arrangements (open bar, partial pay, full-pay bar)	
<input type="checkbox"/> Style of service (all served, some courses, self-service)	
<input type="checkbox"/> Number of waiting staff	
<input type="checkbox"/> Number of bar staff	
<input type="checkbox"/> Agreed price "per-head"	
<input type="checkbox"/> Payment plan (try to pay with a credit card)	
<input type="checkbox"/> Deposit and refund policy	
<input type="checkbox"/> Date for final payment	
<input type="checkbox"/> VAT / gratuities	
<input type="checkbox"/> Cost of any overtime	
<input type="checkbox"/> Cancellation policy	
<input type="checkbox"/> Insurance coverage	
Other	
Your notes:	