

## **Catering Checklist**

### **Food**

Although caterers will generally accommodate a wide range of tastes, they may specialize in particular types of food and presentation. Choose a professional you are sure will meet your requirements. You will have to agree on a menu and mode of food presentation for your event.

- How many guests
- Will the event entail a cocktail party, reception
- Sit down dinner
- How many courses
- Will the guests have a choice of entree
- Hors d'oeuvre, how many kinds and how elaborate will they be
- Will hors d'oeuvre be butlered or served buffet style
- How will the meal be served? Will food be placed on plates in the kitchen or at the table?
- Family style
- Buffet
- Will hot food be served? Will cold food be served? Will both be served?

### **Beverage**

- What types of beverages will be served
- Cold and Hot? Soda? Juices?
- Other bar mixers
- Special varieties of water
- Tea and Coffee
- Alcoholic beverages? If so what kinds
- Beer, what types
- Wine, champagne, what types
- Full Bar, Premium bar, Well bar?
- Is the site licensed to serve liquor
- Does the caterer have a liquor license
- Who will provide the beverages, alcoholic and otherwise
- How are bar costs determined, by the hour, by the head?
- By actual amount consumed by guests during the event
- Who takes care of the bar equipment and set up
- Bartenders, who and how many
- Will the bar be open just for cocktail hour
- Throughout the meal or event
- After the event