

THE ULTIMATE WEDDING CATERER & BEVERAGE CHECKLIST

A 16-Point Vetting Guide for Couples & Wedding Planners

Brought to you by Capitol Coffee Catering

How to use this checklist: Take this guide with you to vendor interviews, tastings, or consultations. Use the checkboxes and notes section to compare your top caterers side-by-side!

Phase 1: Credentials & Vetting

Make sure they are legally covered and experienced at your venue.

☐ 1. Venue & Wedding Experience:

Question: Have you catered at our specific venue, or how many weddings do you execute per year?

Notes: _____

☐ 2. References & Reviews:

Question: Can you share 2–3 recent client references or recent review links?

Notes: _____

☐ 3. Licensing & Insurance:

Question: Do you hold active general liability insurance and current food/beverage permits? (Request COI)

Notes: _____

Phase 2: Menu & Specialty Services

Ensure the food and drinks match your vision and dietary needs.

☐ 4. Culinary & Drink Specialties:

Question: What is your signature style (e.g., plated, buffet, live stations, mobile espresso bars)?

Notes: _____

☐ 5. Menu Customization:

Question: Can we customize food/beverage packages to fit our theme or personal preferences?

Notes: _____

☐ 6. Dietary Restrictions & Allergies:

Question: How do you prevent cross-contamination for gluten-free, vegan, or nut-free guests?

Notes: _____



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☐ **7. Tasting Session:**

Question: Is a menu or beverage tasting included before signing, or is there an additional fee?

Notes: _____

Phase 3: Budget, Inclusions & Fees

Avoid unexpected line items on your final invoice.

☐ **8. Pricing Structure:**

Question: Is pricing calculated per person, flat fee, or tiered by package?

Notes: _____

☐ **9. Package Inclusions:**

Question: Does the quote include staffing (baristas, servers), equipment, linens, and cleanup?

Notes: _____

☐ **10. Admin Fees & Gratuities:**

Question: What are the exact service fees, travel charges, or mandatory gratuities added to the base rate?

Notes: _____

Phase 4: Day-Of Logistics & Timing

Keep the timeline seamless and stress-free.

☐ **11. On-Site Setup & Power Requirements:**

Question: How is food/beverage prepped on site, and what space or electrical outlets do you require?

Notes: _____

☐ **12. Service Flow & Timing:**

Question: How does your team coordinate with our wedding planner/DJ during toasts and service transitions?

Notes: _____

☐ **13. Leftovers Policy:**

Question: What is your health policy regarding leftover food or unserved specialty items?

Notes: _____



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Phase 5: Contracts, Changes & Policies

Protect your investment against last-minute shifts.

☐ 14. Final Count Cutoff:

Question: What is the exact deadline for submitting our final guest count, and how are additions billed?

Notes: _____

☐ 15. Overtime Rates:

Question: What is the hourly cost if the reception runs late and we want staff to stay longer?

Notes: _____

☐ 16. Cancellation & Deposit Terms:

Question: What is the deposit schedule, and what are the refund/rescheduling terms if plans change?

Notes: _____

Quick Vendor Comparison Matrix (Printable Table)

Feature / Detail	Caterer A: _____	Caterer B: _____	Capitol Coffee Catering
Fully Insured (COI)?	☐ Yes ☐ No	☐ Yes ☐ No	☒ Yes
Custom Menus/ Drinks?	☐ Yes ☐ No	☐ Yes ☐ No	☒ Yes
Transparent Pricing?	☐ Yes ☐ No	☐ Yes ☐ No	☒ Yes
Total Estimated Quote	\$ _____	\$ _____	\$ _____



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