

Interviewing Caterers

Print a copy for each caterer interviewed.

Questions to ask a Caterer

Caterer's Name:

Contact Information:

How long have you been in business?

Where did you receive your training?

What are your specialities?

Do you work from a set menu/package? Yes No Can we request a specific menu? Yes No

Are you licensed to serve liquor? Yes No

Is the cost of service staff included in the price? Yes No

What will the servers wear?

Do you require a guaranteed number of guests? Yes No

When is the deposit due?

When is the balance due?

When is the final guest count due?

Have you ever catered a wedding reception at the reception site that we have chosen? Yes No

Are there any extra fees for any of the following:

Setup Charges Yes No

Cake Cutting Yes No

Linens Yes No

Corkage Yes No

Rental of Furniture Yes No

Bar Setup Yes No

Do you handle the cleanup and rental return? Yes No

Do you provide the flowers? Yes No

Do you provide the wedding cake? Yes No

Do you supply any of the following:

Linens Yes No

Silverware Yes No

China Yes No

Tables and chairs Yes No

Glassware Yes No

Interviewing Wedding Bakers

Print a copy for each caterer interviewed.

Questions to ask a Baker

Baker's Name:

Contact Information:

How long have you been baking wedding cakes?

May I see photos/portfolio of past cakes?

Do you create custom cakes or are there set designs to choose from? Custom Cakes Set Designs

Do you have a specialty cake? If yes, please specify:

When will the cake be made?

Will the cake be frozen ahead of time? Yes No

Where will the cake be assembled?

What flavors do you offer?

What fillings do you offer?

How do you charge (ie: by the slice?) Fees involved?

How will the cake be delivered? Fees for delivery?

When is the deposit due?

When is the balance due?

Do you rent accessories? Check those that apply:

Knife/Server

Stands

Topper

Fountain

Other, please specify

Can you supply fresh flowers for the topper? Yes No

Do you offer taste testing appointments? Yes No

When can I taste your cake flavors & fillings?

Can I have a list of references? Yes No

Interviewing Photographers

Print a copy for each photographer interviewed.

Questions to ask a Photographer

Photographer's Name:

Contact Information:

Concerning the photographer:

How many years have you been taking wedding photos?

Is there a backup, in case of an emergency? Yes No Do you have an assistant? Yes No

May I have a list of recent customers to call? Yes No

What will you be wearing?

What is included in the package price?

Concerning coverage:

How many hours of coverage? Extra charge if needed longer?

How long will it take for posed photos - before the reception begins?

Are you familiar with our ceremony location? Yes No With our reception site? Yes No

Concerning photographs:

How many photos will you take? Can we provide you with a list of "must have" photos? Yes No

What type of camera do you use?

When will we get the proofs? Can we view proofs on-line? Yes No

Can you do retouching? If yes, at what charge?

Do you offer any special effects? If yes, what?

How long are the negatives kept on file?

Concerning albums:

What types/styles of albums do you have? (leather, coffee table, etc)

What types/styles are available for the parents' albums?

How long after selecting proofs, can I expect to receive the album?

Interviewing Videographers

Print a copy for each videographer interviewed.

Questions to ask a Videographer

Videographer's Name:

Contact Information:

Concerning the videographer:

How many years have you been taking wedding videos?

Do you have a backup, in case of an emergency? Yes No

May I have a list of recent customers to call? Yes No

What will you be wearing?

What is included in the package?

Concerning coverage:

How many hours of coverage ?

Extra charge if needed longer?

What type of tape/video do you use?

How many cameramen will be taking video?

Do you do any special effects? Yes No If yes, what?

What type of microphone do you use?

What type of flash/lighting do you use?

Are you familiar with our ceremony location? Yes No With our reception site? Yes No

About the final video:

What type of editing do you provide?

When will the final video be ready?

How much does it cost for additional copies?

How long do you keep the video on file?

Will you include video and/or photos we give you?

Yes No

For example, baby photos, current photos, footage of parents' weddings.

Interviewing Disc Jockeys

Print a copy for each DJ interviewed.

Questions to ask a Disc Jockey

Disc Jockey Name:

Contact Information:

How long have you been a DJ? How many weddings have you done?

Do you have a backup, in case of an emergency? Yes No

May I have a list of recent customers to call? Yes No

What does your rate include?
How much if wedding goes into overtime?

Do you provide a written contract? Yes No

Will you also be the emcee for the events? Yes No (ie: introduction, cutting the cake, first dance, etc.)

What will you wear?

What is your style? (ie: conservative, interactive, etc)

Do you have a special sound system? Yes No

If yes, what are the requirements and restrictions?

Do you need linens/table for your equipment? Yes No

Will you take special requests from our guests? Yes No

Can I provide a play list before the wedding? Yes No

Can I provide a "do not play" song list? Yes No

Will I be required to provide a meal for you? Yes No

Will you take a break? Yes No

If yes, how long?

Will music be played during your break? Yes No

Use the space below to write any additional comments/feedback from the interview:

Interviewing Wedding Bands

Print a copy for each band interviewed.

Questions to ask a Wedding Band

Band Name:

Contact Information:

Concerning the Band

How long has the band been together?

How long have you been playing at weddings?

Do you have a backup, in case of an emergency? Yes No

What will the band wear?

How extensive is your song list?

Do you have a playlist I may have?

Yes No

Do you have a DVD or video I may have? Yes No

Are you familiar with our reception site? Yes No

May I have a list of recent customers to call? Yes No

Concerning Performance

How many hours of coverage?

Extra charge, if needed longer:

How many breaks will you take?

Length of each break:

During breaks what type of music is played? Taped Continuous (band does not break as a group)

Will you take guests' requests? Yes No Can I provide a 'do not play' list? Yes No

If you do not know a specific song that I want, will you learn it? Yes No

Will you act as master of ceremonies/emcee? Yes No

How much space do you need at the reception?

Do you need linens or tables for your equipment? Yes No

Will I be required to provide a meal for the band? Yes No

Do you offer services for the ceremony? Yes No

If yes, what services? (ie: vocalist, pianist, etc)

Are there any extra costs not included in your quoted fee? Please specify:

Do you have a written contract? Yes No

Interviewing Wedding Musicians

Print a copy for each band interviewed.

Questions to ask a Musician

Name:

Contact Information:

Concerning the Musician

How long have you been playing at weddings?

Do you have a backup, in case of an emergency? Yes No

What will you wear?

Do you have a list of songs you play? Yes No A recommended list for the ceremony? Yes No

Do you have a DVD/video I may have? Yes No

Are you familiar with our ceremony site? Yes No our reception site? Yes No

May I have a list of recent customers to call? Yes No

Concerning Music

How many hours of coverage?

Extra charge, if needed longer:

How many breaks will you take?

Length of each break:

During breaks what type of music is played? Taped Continuous (band does not break as a group)

How much space do you need at the ceremony

How much space do you need at the reception?

Do you need linens or tables for your equipment? Yes No

Are there any extra costs not included in your quoted fee? Please specify:

What is your payment schedule and cancellation policy?

Do you have a written contract?

Yes No

Use the space below to write any additional comments/feedback from the interview:

Interviewing Officials

Print a copy for each officiant interviewed.

Questions to ask an Officiant

Officiant's Name:

Contact Information:

How long have you been officiating ceremonies?

What will you wear to the ceremony?

May we write our own vows?

Yes No

Can you provide a list of traditional vows?

Yes No

May we select readings? Do they need to be religious?

Yes No

Will there be a rehearsal for the ceremony?

Yes No

If yes, when?

Can we bring our own musicians or vocalists?

Yes No

Are there restrictions on wedding attire?

Yes No

If yes, specify:

Are there restrictions on flash photography?

Yes No

Are there locations for the bride and groom to wait for the ceremony to begin?

Yes No

Are guests allowed throw rice?

Yes No

To blow bubbles?

Yes No

Comments/
Additional
Questions:

Interviewing Florists

Print a copy for each florist interviewed.

Questions to ask a Florist

Florist's Name:

Contact Information:

Do you specialize in weddings?

Yes No

How long have you been in business?

How long have you been doing weddings?

Do you provide a written contract?

Yes No

May I have a list of recent customers to call?

Yes No

Are you familiar with my ceremony site?

Yes No

Reception site? Yes No

Where/when will the flowers be delivered?

Is there a delivery fee?

Yes No

How will the bouquets be assembled?

May I see samples of your designer's work?

Yes No

(see work from the designer that'll work on your wedding!)

How many weddings will your shop do on the date of my wedding or that weekend?

How can I get the most for my budget? (Let florist know an estimate of what you planned on spending)

What is the current trend in wedding bouquets? Any suggestions you may have for my wedding?

Do you offer bouquet preservation?

Yes No

If yes, how:

Do you offer any of the following:

Arches

Vases

Trellises

Hurricanes/holders

Chuppahs

Potted Plants

Use the space below to write any additional comments/feedback from the interview: