

FOOD PROVIDER QUESTIONS

- ✓ Do you have any particular style of food or menu items that you specialize in?
- ✓ What food items do you suggest for an overnight event and teen audience?
- ✓ Can you provide a “specialty themed” item to include in the menu?
- ✓ How do you address/handle dietary restrictions/food allergies? – consider vegetarian/vegan, kosher, gluten free. Can you provide special buffet signs?
- ✓ What costs are included in your contract and what costs are additional? – consider set-up, rentals, clean-up, staffing, overtime, service gratuities etc.
- ✓ Do/can you provide linens, glasses, serving pieces, silverware, tables & chairs, and decorations? Can you provide “green” or “environment friendly” products?
- ✓ What color & style of linens, glasses, plates, and accessories are available?– consider theme, ease of service -buffet style, service pieces – less silverware
- ✓ Will personally handle our event? If not, who will our main contact person be, and what is their direct contact information, including a cell phone number?
- ✓ How much time will you need for set-up and clean-up?
- ✓ Will you provide food for the suppliers/performers and volunteers that are onsite working the event and if so is there an extra charge?
- ✓ What would the cost-per-person be? (There may be set menu prices/per person pricing to choose from. Can we reduce costs by handling anything ourselves?)
- ✓ Can extra non perishable food be packaged/taken to the school to reduce waste
- ✓ Can we see a copy of your standard contract?
- ✓ What are your payment terms – do you require a deposit and if so, how much and when is it due? What is your cancellation policy?
- ✓ When would the balance owing be due? Is there a discount applicable if we pay by cash or cheque, rather than by credit card?
- ✓ Can you provide three references?

Try to provide the following event details to the supplier; it will assist them in quoting:

- ✓ The event date/timing, venue and specific location within the venue where they/their products will be located.
- ✓ The group size (the size of grad class plus 10-15% extra for guests)
- ✓ The approximate number of onsite volunteers and suppliers (allow 25-30 for a group of 200, or 15% of the total guest number)