CHOOSING THE BEST CATERER:

Read their reviews and get references – Yelp reviews are linked below
Get everything in writing
Know deadlines, what is included, and pricing
Have the caterer and the staff been cleared to enter through West Point security?
What is your budget?
Are the caterers available on the date you need services?
Have you gotten proposals from multiple vendors?
Do the caterers offer the menu you want?
Does the caterer offer linens and dinnerware?
What if they caterer needs more furniture than is offered by the venue?
Will the catering representative you meet with also be on premises during the event?
What other services does the caterer offer?
How long has the caterer been in business?
How well does the caterer respond to inquiries?
Do the caterers offer tastings?
What happens to leftovers?
Do you have photos of your previous events in this venue?
What is their presentation style?
Are they approved by the venue? How many times have they catered here?
What can they offer guests with allergies or dietary restrictions?
How much of a deposit is required and when is it due? Do they offer a payment plan?
How much for children's meals?
What guarantees can be made for service on the event day?
What happens if there is poor weather the day of the event?
Is your food freshly made or is it prepackaged and reheated?
What brands of alcohol does the caterer serve?
What is the cancellation plan?
What does your delivery staff do when they arrive at my building? What time will they arrive?
Will they provide you with a copy of their liability insurance?
When were they last inspected by the Health Department and what was the result?
Do they have a valid license / permit?
Do they have a liquor license?
Do they have a wait staff and will they be dressed professionally?
How is the food transported?
How do you handle tips for the staff?
What is the gratuity percentage?
When is everything finalized – menu, head count, etc.?
What type of setup would they require for serving?
Are they aware of the WPAOG cleanup policy and will they comply?

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