Interviewing Caterers

Print a copy for each caterer interviewed.

THE ON-LINE Massachusetts Wedding Guide
MAWEDDINGGUIDE.COM

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?

May I have a list of customers to call?

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 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			

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Interviewing Photographers

Print a copy for each photographer interviewed.

THE ON-LINE Massachusetts Wedding Guide
MAWEDDINGGUIDE.COM

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?

Concerning coverage:

What is included in the package price?

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 phot os 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?

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Interviewing Videographers

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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?

Concerning coverage:

What is included in the package?

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.

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Interviewing Disc Jockeys

Print a copy for each DJ interviewed.

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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:

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Interviewing Wedding Bands

Print a copy for each band interviewed.

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MAWEDDINGGUIDE.COM

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

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Interviewing Wedding Musicians

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MAWEDDINGGUIDE.COM

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

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Interviewing Florists

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MAWEDDINGGUIDE.COM

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
- ☐ Trellises
- ☐ Chuppahs
- ☐ Vases
- ☐ Hurricanes/Holders
- ☐ Potted Plants

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Interviewing Officiants

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MAWEDDINGGUIDE.COM

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:

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Interviewing Wedding Bakers

Print a copy for each caterer interviewed.

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MaWeddingGuide.com

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

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