

_____/_____/_____
Name of Vendor Date of Event Division

Caterer Rating Sheet

1 = lowest 5 = highest

1. Is the vendor available during the time/date that we need to use them?

1 2 3 4 5

2. Is this vendor experienced in this type/size of event?

1 2 3 4 5

3. Does the vendor have the menu selections you require?

1 2 3 4 5

4. Does the vendor make deliveries?

1 2 3 4 5

5. Does the vendor provide supplies, set-up and clean-up?

1 2 3 4 5

Total: _____ Fee Quote: _____

Comments: _____

References/Website Info Attached: _____