



**workavelle**

Make it a celebration.

## COMPARISON WORKSHEET / 1 OF 2

# Compare the whole service.

Use the same event brief for every quote. Write the quote date or revision beside each option. Leave unknown items as questions, rather than assuming they are included.

| Check                       | Option A | Option B | Option C |
|-----------------------------|----------|----------|----------|
| Caterer / quote revision    |          |          |          |
| Guest count / services      |          |          |          |
| Menu and portions           |          |          |          |
| Staff and service hours     |          |          |          |
| Equipment and tableware     |          |          |          |
| Travel / setup / collection |          |          |          |
| Clearing and waste          |          |          |          |
| Total quoted / tax position |          |          |          |
| Extras or variable charges  |          |          |          |
| Deposit / balance dates     |          |          |          |
| Venue conditions confirmed  |          |          |          |
| Open questions              |          |          |          |



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## COMPARISON WORKSHEET / 2 OF 2

# Before you choose.

### **What matters most for your event?**

Pick three priorities: the food, service style, timing, practical support or another need.

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### **What does each quote still need to answer?**

Ask about omissions and conditions in writing. Keep replies with the quote revision.

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### **Have requirements been agreed directly?**

Discuss dietary needs, venue permission, changes, cancellation and payment terms.

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### **What confirms the booking?**

Check exactly what the caterer needs before the date and service are reserved.

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### **Your decision and next step**

Record the selected option, the reason, the action and who will do it.

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## **Read the wedding quote comparison guide**

This worksheet does not assess or endorse any caterer. Workavelle does not take catering payments or provide booking or payment guarantees.