

Catering Checklist

So many people, so many meals! Use this checklist to keep of track all of your catering decisions and details!

MAKE SURE YOU . . .

- Attend food tastings or ask for a sample meal

FAVORITE MEAL 1: _____

FAVORITE MEAL 2: _____

FAVORITE HORS D'OEUVRES 1: _____

FAVORITE HORS D'OEUVRES 2: _____

FAVORITE HORS D'OEUVRES 3: _____

- Read reviews
- Finalize your caterer decision and book them
- Confirm reservation in writing (email or hardcopy)

CONTACT

PHONE

EMAIL

WEBSITE



REVIEW YOUR CONTRACT

- Are all the names correct?
- Is contact information correct?
- Are date and times correct?
- Is venue location specified? (Provide address to caterer)

ADDRESS: _____

- Set up time specified? **TIME:** _____
- Is delivery time specified? (If relevant)

TIME: _____ **DELIVERY PERSON:** _____

- Are delivery, setup, and cleanup fees included?

FEES: _____

- Number of servers/bartenders specified? # _____

- Deposit specified? **DEPOSIT:** _____

- Balance due date specified?

BALANCE DUE: _____ **DATE:** _____

- Cancellation policy clear?
- Detailed description of food and beverages ordered is clear?
- Is there a list of anything you are renting?
- Number of guests specified? # _____
- Is the name of the chef making your food specified?

CHEF: _____ **PHONE:** _____

- SIGN THE FINAL CONTRACT!**



CATERING CHECKLIST CONTINUED

DECIDE ON YOUR FOOD DETAILS

Main Meal Choice: _____

Sides: _____

Hors D'oeuvres/Appetizers: _____

Plated

Buffet

Linens Y / N # _____

Glassware Y / N _____

Plates Y / N _____

Flatware Y / N _____

Other: Y / N _____

Other: Y / N _____

Beverages: _____

NUMBER OF GUESTS: _____

ADULT'S MEALS: _____

CHILDREN'S MEALS: _____

Special Requests: _____

Cake

Cake-Cutting

Other: _____

Other: _____

Other: _____

NOTES
