



Catering Checklist

So many people, so many meals! Use this checklist to keep 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

CATERING



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
