Catering Checklist Event Name:

Date of Event:	Event Address:
Number of Guests:	
Contact Person:	Event Start Time:
Contact Phone Number:	Event Breakdown Time:
Notes:	

Table Settings	Qty	Display and Decor	Qty	
Table Skirts		Risers		
Tablecloths		Cake Stands		
Napkins (cloth)		Candleholders		
Dinnerware		Candles		
Dinnerware		Vases		
Dinnerware		Table Numbers		
Dinnerware		Chalkboard Signs		
Dinnerware		Display and Decor	Qty	
Flatware sets		Plastic Cutlery		
Charger Plates		Paper Napkins (Cocktail)		
Glassware		Paper Napkins (Dinner)		
Glassware		Plastic Drinkware		
Glassware		Plastic Drinkware		
Glassware		Plastic Drinkware		
Salt and Pepper Shakers		Plastic Drinkware		
Pitchers		Appetizer Plates		
Creamer Pitchers		Cocktails Picks		
Table Caddies		Aluminum Foil		
Table Caddies		Gloves		
Table Caddies				

NOTES

RESTAURANT	
FOLUDDFDC	
EQUIPPERS	
WAREHOUSE STORES	
Since 1966	

Transport Supplies	Qty		Furniture and Seating
Food Pan Carries			Tables
Glass Racks			Tables
Coolers			Stacking Chairs
Food Storage Boxs			Folding Chairs
Totes/Lugs			Benches
Cutlery Box			Bars
Cart			Canopy/Tents
Cooking and Holding	Qty		Cooking and Holdin
Induction Hot Plate			Garbage Cans
Portable Grills			Trash Can Liners
Butane Hot Plates			Handwashing Station
Electric Hot Plates			Hand Sanitizer
Holding Cabinets			Cleaning Towels
Butane Cans			Cleaning Solution
Serving Equipment	Qty		Cleaning Solution
Serving Trays			Cleaning Solution
Chafers			Sanitizer Pails
Chafer Fuels			Portable Hand Sinks
Lighters			Spray Bottles
Serving Utensils			Beverage Supplies
Serving Utensils			Keg Tap/Beer Dispens
Serving Utensils			lce
Serving Utensils			Beverage Dispensers
Food Pans/Lids			Coffee Urns
Food Pans/Lids			Coffee Airpots
Food Pans/Lids			Stirrers
Server Aprons			Cream
Stray Stands			Sugar
NOTES			Insulated Beverage D
	R	STA	URANT
	EC		PPERS
	WA	REHOL	JSE STORES Since 1966

Furniture and Seating	Qty	
Tables		
Tables		
Stacking Chairs		
Folding Chairs		
Benches		
Bars		
Canopy/Tents		
Cooking and Holding	Qty	
Garbage Cans		
Trash Can Liners		
Handwashing Stations		
Hand Sanitizer		
Cleaning Towels		
Cleaning Solution		
Cleaning Solution		
Cleaning Solution		
Sanitizer Pails		
Portable Hand Sinks		
Spray Bottles		
Beverage Supplies	Qty	
Keg Tap/Beer Dispenser		
Ice		
Beverage Dispensers		
Coffee Urns		
Coffee Airpots		
Stirrers		
Cream		
Sugar		
Insulated Beverage Dispener		