

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

Table Skirts _____

Tablecloths _____

Napkins (cloth) _____

Dinnerware _____
(type)

Dinnerware _____
(type)

Dinnerware _____
(type)

Dinnerware _____
(type)

Dinnerware _____
(type)

Flatware sets _____

Charger Plates _____

Glassware _____
(type)

Glassware _____
(type)

Glassware _____
(type)

Glassware _____
(type)

Salt and Pepper Shakers _____

Pitchers _____

Creamer Pitchers _____

Table Caddies _____
(type)

Table Caddies _____
(type)

Table Caddies _____
(type)

Display and Decor

Qty

Risers _____

Cake Stands _____

Candleholders _____

Candles _____

Vases _____

Table Numbers _____
(type)

Chalkboard Signs _____

Display and Decor

Qty

Plastic Cutlery _____

Paper Napkins (Cocktail) _____

Paper Napkins (Dinner) _____

Plastic Drinkware _____
(type)

Plastic Drinkware _____
(type)

Plastic Drinkware _____
(type)

Plastic Drinkware _____
(type)

Appetizer Plates _____

Cocktails Picks _____

Aluminum Foil _____

Gloves _____

NOTES

Transport Supplies	Qty	
Food Pan Carries	_____	<input type="checkbox"/>
Glass Racks	_____	<input type="checkbox"/>
Coolers	_____	<input type="checkbox"/>
Food Storage Boxs	_____	<input type="checkbox"/>
Totes/Lugs	_____	<input type="checkbox"/>
Cutlery Box	_____	<input type="checkbox"/>
Cart	_____	<input type="checkbox"/>

Furniture and Seating	Qty	
Tables _____ <small>(type)</small>	_____	<input type="checkbox"/>
Tables _____ <small>(type)</small>	_____	<input type="checkbox"/>
Stacking Chairs	_____	<input type="checkbox"/>
Folding Chairs	_____	<input type="checkbox"/>
Benches	_____	<input type="checkbox"/>
Bars	_____	<input type="checkbox"/>
Canopy/Tents	_____	<input type="checkbox"/>

Cooking and Holding	Qty	
Induction Hot Plate	_____	<input type="checkbox"/>
Portable Grills	_____	<input type="checkbox"/>
Butane Hot Plates	_____	<input type="checkbox"/>
Electric Hot Plates	_____	<input type="checkbox"/>
Holding Cabinets	_____	<input type="checkbox"/>
Butane Cans	_____	<input type="checkbox"/>

Cooking and Holding	Qty	
Garbage Cans	_____	<input type="checkbox"/>
Trash Can Liners	_____	<input type="checkbox"/>
Handwashing Stations	_____	<input type="checkbox"/>
Hand Sanitizer	_____	<input type="checkbox"/>
Cleaning Towels	_____	<input type="checkbox"/>
Cleaning Solution _____ <small>(type)</small>	_____	<input type="checkbox"/>
Cleaning Solution _____ <small>(type)</small>	_____	<input type="checkbox"/>
Cleaning Solution _____ <small>(type)</small>	_____	<input type="checkbox"/>
Sanitizer Pails	_____	<input type="checkbox"/>
Portable Hand Sinks	_____	<input type="checkbox"/>
Spray Bottles	_____	<input type="checkbox"/>

Serving Equipment	Qty	
Serving Trays	_____	<input type="checkbox"/>
Chafers	_____	<input type="checkbox"/>
Chafer Fuels	_____	<input type="checkbox"/>
Lighters	_____	<input type="checkbox"/>
Serving Utensils _____ <small>(type)</small>	_____	<input type="checkbox"/>
Serving Utensils _____ <small>(type)</small>	_____	<input type="checkbox"/>
Serving Utensils _____ <small>(type)</small>	_____	<input type="checkbox"/>
Serving Utensils _____ <small>(type)</small>	_____	<input type="checkbox"/>
Food Pans/Lids _____ <small>(size)</small>	_____	<input type="checkbox"/>
Food Pans/Lids _____ <small>(size)</small>	_____	<input type="checkbox"/>
Food Pans/Lids _____ <small>(size)</small>	_____	<input type="checkbox"/>
Server Aprons	_____	<input type="checkbox"/>
Stray Stands	_____	<input type="checkbox"/>

Beverage Supplies	Qty	
Keg Tap/Beer Dispenser	_____	<input type="checkbox"/>
Ice	_____	<input type="checkbox"/>
Beverage Dispensers	_____	<input type="checkbox"/>
Coffee Urns	_____	<input type="checkbox"/>
Coffee Airpots	_____	<input type="checkbox"/>
Stirrers	_____	<input type="checkbox"/>
Cream	_____	<input type="checkbox"/>
Sugar	_____	<input type="checkbox"/>
Insulated Beverage Dispener	_____	<input type="checkbox"/>

NOTES