



Catering Checklist

This checklist is designed to guide you as you prepare for your meeting or event*. Complete as much or as little of it as is necessary.

**This checklist was developed to be used in conjunction with the Event Planning Template but can be used as a stand alone tool to support any catering requirement.*

Summary Information:

Event Name	
Event Date	
Event Location	

Event Details:

Venue Name	
Location for Food Service	
Person Coordinating the Event	
Contact Details for Person/Business/Unit Catering	
Cost Per Head (Target/Actual)	
Number of People	

Catering Checklist:

Catering Source	<input type="checkbox"/> Catered <input type="checkbox"/> In-house / Self-catered* <input type="checkbox"/> Delivered <input type="checkbox"/> Pick up <input type="checkbox"/> Restaurant <input type="checkbox"/> Other _____ *If in-house / self-catered, who will attend that holds current food handling certification? _____
Style of Food	<input type="checkbox"/> Buffet <input type="checkbox"/> Light meal <input type="checkbox"/> Substantial meal <input type="checkbox"/> Other _____

Special Dietary Requirements	<input type="checkbox"/> Gluten Free <input type="checkbox"/> Vegetarian <input type="checkbox"/> No seafood <input type="checkbox"/> No nuts <input type="checkbox"/> No dairy <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____	Quantity • • • • • • •
Food Service Staff	<input type="checkbox"/> All food service and food handling is being staffed by the caterer. <input type="checkbox"/> We need to provide staff to: <ul style="list-style-type: none"> ○ Prepare food service area ○ Prepare food ○ Serve food ○ Clean up food service area ○ Oversee food preparation and service (food handling certified) ○ Other _____ ○ Other _____ 	

