

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	 Catered In-house / Self-catered* Delivered Pick up Restaurant
	Other
	*If in-house / self-catered, who will attend that holds current food handling certification?
Style of Food	Buffet
	Light meal
	Substantial meal
	□ Other

Catering Required		Service Times (as required)
	Tea/Coffee on arrival	•
	Tea/Coffee at breaks	•
	Tea/Coffee throughout day/session	•
	Morning tea	•
	Afternoon tea	•
	Breakfast	•
	Lunch	•
	Dinner	•
	Supper	•
	Nibbles on tables	•
	Other drinks available – soft	•
	Other drinks available - alcohol	•
Food Service		Quantity
Equipment Required	🗆 Kettle	•
(not applicable to restaurant or fully	🗆 Urn	•
catered)	🗆 Bain marie	•
	Dinner plates	•
	Side plates	•
	Dessert bowls	•
	Glasses	•
	Mugs	•
	□ Serviettes	•
	Serving platters	•
	Nibbles bowls	•
	Knives	•
	Forks	•
	Dessert spoons	•
	Tea spoons	•
	Large knives	•
	Serving spoons	•
	Other	•
	Other	•
	□ Other	•

Special Dietary		Quantity		
Requirements	Gluten Free	•		
	Vegetarian	•		
	No seafood	•		
	No nuts	•		
	No dairy	•		
	Other	•		
	Other	•		
	□ Other	•		
Food Service Staff	All food service and food handling is to	All food service and food handling is being staffed by the caterer.		
	We need to provide staff to:			
	 Prepare food service area 			
	 Prepare food 			
	 Serve food 	 Serve food 		
	 Clean up food service are 	2a		
	 Oversee food preparatio certified) 	Oversee food preparation and service (food handling certified)		
	o Other			
	o Other			

Action Plan (Catering):

Action Required	Responsibility	Due Date