



Catering Checklist for Events

A checklist to keep your event catering on track, phase by phase

Event Name:	Guest Count:
Date and Time:	Theme:
Venue:	Caterer:

Planning and Booking

Task		Remarks
☐	Set catering budget	
☐	Confirm guest count	
☐	Choose catering style	
☐	Identify dietary needs and allergies	
☐	Shortlist caterers	
☐	Request quotes	
☐	Schedule tastings	
☐	Review and sign catering contract	
☐	Pay deposit	

Menu Planning

Task		Remarks
☐	Finalise starters	
☐	Finalise main course/s	
☐	Confirm sides and accompaniments	
☐	Confirm options for dietary restricted-dishes	
☐	Finalise desserts	
☐	Choose non-alcoholic beverages	
☐	Choose non-alcoholic beverages (if applicable)	

Logistics and Setup

Task		Remarks
☐	Secure required permits	
☐	Confirm venue kitchen access	
☐	Arrange rental equipment	
☐	Confirm setup and breakdown times	
☐	Plan seating and table layouts	
☐	Plan food flow	
☐	Assign catering contact on event day	
☐	Plan for food waste disposal	

Day-of Tasks

Task	Remarks
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☐	Walk caterer through venue on arrival	
☐	Confirm final guest count	
☐	Check food stations are fully stocked	
☐	Check all dishes are labelled	
☐	Confirm food flow	
☐	Confirm breakdown time with catering team	

Additional Notes

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