



Catering Checklist for Weddings

Everything you need to plan the perfect catering for your special day

Date:	Guest Count:
Time:	Theme:
Venue:	Caterer:

Planning and Booking (~6 Months Before)

Task		Remarks
☐	Set catering budget	
☐	Choose catering style	
☐	Confirm guest count	
☐	Research and request quotes from caterers	
☐	Schedule tastings with shortlisted caterers	
☐	Review and sign catering contract	
☐	Pay deposit	

Menu and Logistics (~3 Months Before)

Task		Remarks
☐	Finalise starters	
☐	Finalise main course/s	
☐	Confirm sides and accompaniments	
☐	Confirm options for dietary restricted-dishes	
☐	Finalise wedding cake or dessert display	
☐	Plan cocktail hour menu	
☐	Choose non-alcoholic beverages	
☐	Finalise bar package	
☐	Confirm rental needs with caterer	
☐	Review staffing plan	

Confirmations (~6 Weeks Before)

Task		Remarks
☐	Sign off on menu and portion sizes	
☐	Confirm table layout with caterer and planner	
☐	Confirm rental orders with vendors	
☐	Review catering flow	
☐	Confirm cake design	
☐	Arrange vendor meals for photographers, videographers, and DJ	

Final Week and Day-of

Task		Remarks
☐	Submit final guest count and dietary list to caterer	
☐	Reconfirm setup and delivery times with caterer and other vendors	
☐	Share run sheet with all points of contact	
☐	Print run sheet, seating charts, and vendor contact list	
☐	Assign day-of point of contact for catering team and vendors	
☐	Confirm cocktail hour start and end times	
☐	Confirm dinner service time	
☐	Confirm cake cutting timing	
☐	Plan for leftover food or send-home boxes	
☐	Confirm breakdown and clean-up times	

Additional Notes