

# Catering Vendor Checklist Template

Caterer Contact Information			
Caterer Name			
Contact Person and Title		Mailing Address	
Day of Event Phone			
Email Address			
Alternate Contact Name & Phone		Website	

Event Details			
Event Title			
Event Date		Event Time	
Event Location			
Description / Theme			
Estimated Guest Count		Meals for Staff / DJ / Photographer	
Dietary Restrictions / Special Needs Collected		Catering Budget Confirmed	

Service Confirmation & Logistics			
Caterer Confirmed Yes/No			
Date of Confirmation		Deposit Required?	
Deposit Amount		Due Date	
Final Payment Amount		Due Date	
Cancellation Policy Reviewed?		Insurance / Permits Verified	

Checklist		
Menu & Staffing		
Date Completed	Task	Comments
	Final Menu Approved	
	Tastings Completed (if needed)	
	Bar Service Confirmed	
	Bartenders Required:	
	Serving Staff Required:	
	Setup Time Confirmed:	
	Cleanup Time Confirmed:	
	Tableware/Linens Included?	
	Special Equipment Required (e.g., chafing dishes, coolers)	
Day-Of Essentials		
Point of Contact Onsite:		
Date Completed	Task	Comments
	Set Up Access Time Coordinated with the Venue	
	Parking/Unloading Arrangements Made	
	Emergency Backup Plan Discussed	
	Confirmed Timeline Received from Caterer	

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