**Catering Vendor Checklist Template**

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

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| 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 |   |

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| 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 |   |

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| 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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