**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9053&utm_source=template-word&utm_medium=content&utm_campaign=Catering+Vendor+Checklist-word-9053&lpa=Catering+Vendor+Checklist+word+9053)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 | |  |
|  |  | |  |
|  |  | |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |