CATERING VENDOR CHECKLIST



CATERING VENDOR INFORMATION				
CATERER NAME				
TELEPHONE				
"DAY OF" PHONE		MAILING ADDRESS		
FAX				
EMAIL		WEBSITE		
CONTACT NAME & TITLE		CONTACT EMAIL		
CONTACT PHONE 1		CONTACT PHONE 2		
EVENT				
EVENT TITLE				
EVENT DATE		EVENT TIME		
EVENT LOCATION				
EVENT DESCRIPTION				
CATERER CONFIRMED?		IF CONFIRMED, DATE OF CONFIRMATION		
NUMBER OF GUESTS		CATERING BUDGET		
NUMBER OF MEALS FOR STAFF, DJ, PHOTOG, ETC.		BARTENDERS REQUIRED		
SPECIFICATIONS				
CANCELATION POLICY				
DEPOSIT REQUIRED AND DEPOSIT DUE DATE				
DIETARY RESTRICTIONS				
- \$ - DEPOSIT AMOUNT AND DATE PAID		- \$- GRAND TOTAL		
CHECKLIST				
DATE COMPLETED	TASK		COMMENTS	
	DINING FORMAT			
	ENSURE CATERER INSURED			
	REVIEWED CATERER PRIOR EXPERIENCE & CUSTOMER FEEDBACK			
	DOUBLE CHECK GUEST COUNT			
	ESTABLISH PURCHASE ORDER			
	SCHEDULE MENU TASTING			
	SELECT MENUS			
	CONTRACT REVIEWED			
	CONTRACT SIGNED			

 MEAL STYLE SET (PLATED, BUFFET, STATIONS, ETC.)	
APPETIZER MENU SELECTED	
MEAL MENU SELECTED	
DESSERT MENU SELECTED	
COFFEE, TEA, WATER, SOFT DRINK MENU	
LIQUOR, BEER, WINE MENU	
GUEST TAKE-HOME SELECTIONS	
SPECIALTY COFFEE CART	
ADD-ONS (HOT PRETZELS, COTTON CANDY, SMORES, ETC.)	
FINALIZE MENUS	
DISCUSS STAFFING REQUIREMENTS	

ADDITIONAL COMMENTS

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