

CATERING VENDOR CHECKLIST



CATERING VENDOR INFORMATION

CATERER NAME			
TELEPHONE		MAILING ADDRESS	
"DAY OF" PHONE			
FAX		WEBSITE	
EMAIL			
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

CANCELLATION 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	

