

CATERING VENDOR CHECKLIST



CATERING VENDOR INFORMATION			
CATERER NAME			
TELEPHONE		MAILING ADDRESS	
"DAY OF" PHONE			
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		

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