

Catering Event Delivery Checklist

		Qty	Pre-load Check	Load Truck Check			Qty	Pre-load Check
Event Information					Food			
	Copy of contract		[]	[]		{Hot food}		[]
	Directions/map		[]	[]		{Hot food}		[]
	Special instructions		[]	[]		{Hot food}		[]
	Contact info.		[]	[]		{Hot food}		[]
	Invoice		[]	[]		{Hot food}		[]
	Pen		[]	[]		{Hot food}		[]
	Business cards		[]	[]		{Cold food}		[]
	Credit card slips		[]	[]		{Cold food}		[]
	Imprinter		[]	[]		{Cold food}		[]
	{Other}		[]	[]		{Cold food}		[]
						{Cold food}		[]
Paper Supplies						{Cold food}		[]
	Entrée plates		[]	[]		Rolls/bread		[]
	Bowls		[]	[]		Butter		[]
	Dessert/appetizer plates		[]	[]		{Condiments}		[]
	Cold cups		[]	[]		{Condiments}		[]
	Hot cups		[]	[]		{Condiments}		[]
	Plastic packs		[]	[]		{Dessert}		[]
	Napkins		[]	[]		{Dessert}		[]
	Beverage napkins		[]	[]		{Dessert}		[]
	Forks		[]	[]				
	Knives		[]	[]	Beverage			
	Spoons		[]	[]		Iced tea		[]
	Toothpicks		[]	[]		Lemonade		[]
	Trash bags		[]	[]		Cold water		[]
	Tablecloths		[]	[]		Coffee		[]
	Salt packets		[]	[]		Hot tea/water		[]
	Pepper packets		[]	[]		Tea bags		[]
	Stirrers		[]	[]		Ice		[]

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Michal Rosen-Zvi

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