

Catering Supplies Checklist for Events

Food & Beverages

- ☐ Appetizers
 - ☐ Main courses
 - ☐ Side dishes
 - ☐ Desserts
 - ☐ Beverages
 - ☐ Water & Ice
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Tableware

- ☐ Plates (dinner, salad, dessert)
 - ☐ Bowls
 - ☐ Cups / Glasses
 - ☐ Cutlery (forks, knives, spoons)
 - ☐ Napkins
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Serving Equipment

- ☐ Serving trays
 - ☐ Serving utensils (tongs, spoons, ladles)
 - ☐ Chafing dishes & fuel
 - ☐ Pitchers
 - ☐ Ice buckets
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Linens & Table Setup

- ☐ Tablecloths
 - ☐ Table runners
 - ☐ Chair covers
 - ☐ Centerpieces
 - ☐ Place cards
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Cleaning & Waste Disposal

- ☐ Trash bags & bins
- ☐ Paper towels
- ☐ Cleaning cloths
- ☐ Gloves
- ☐ Dishwashing liquid / soap

Notes

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