



V&F Meat Center

CATERING CHECKLIST

Catering Checklist

Just Print out this handy "Checklist" courtesy of V&F to make sure your event will be a success!

Party Date: / / **Time:** am/pm **Guests Attending:**

- | | |
|---|--|
| <input type="checkbox"/> Hors D'Oeuvres | <input type="checkbox"/> Cups, Glasses, Ice |
| <input type="checkbox"/> Cold Platters | <input type="checkbox"/> Beverages |
| <input type="checkbox"/> Entrees | <input type="checkbox"/> Beverage Garnish |
| <input type="checkbox"/> Bread/Rolls | <input type="checkbox"/> Extra Sauces, Cheeses |
| <input type="checkbox"/> Desserts | <input type="checkbox"/> Condiments |
| <input type="checkbox"/> Coffee Service | <input type="checkbox"/> Bartender/Waitress |
| <input type="checkbox"/> Cookie Platter | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Occasion Cake | <input type="checkbox"/> Instructions for Caterer |
| <input type="checkbox"/> Fruit/Watermelon Display | <input type="checkbox"/> Payment for Location, Entertainment |
| <input type="checkbox"/> Paper & Plastics (plates, forks, etc.) | <input type="checkbox"/> Centerpieces |
| <input type="checkbox"/> Chafing Stands/Serving Utensils | <input type="checkbox"/> Balloons |
| <input type="checkbox"/> Sterno's | <input type="checkbox"/> Favors |
| <input type="checkbox"/> Tables, Chairs, Tents | <input type="checkbox"/> Flowers |
| <input type="checkbox"/> Table Cloths, Cocktail Napkins | |