Love Flavor Excellence!

Corporate Catering Planning Checklist

The essential guide for stress-free corporate events

4-6 Weeks Before Event

Event Planning Basics

- [ ] Confirm Event Details: Date, time, location, guest count (+10% buffer)
- [ ] Set Budget: Total budget and per-person limit
- [ ] Identify Dietary Needs: Allergies, vegetarian, vegan, gluten-free requirements
- [ ] Assess Venue: Kitchen access, serving space, equipment available

Vendor Selection

- [ ] Get 3+ Catering Quotes: Compare pricing, menus, and service options
- [ ] Choose Menu Style: Buffet, plated meals, or boxed lunches
- [ ] Book Your Caterer: Review contract terms and cancellation policy
- [ ] Plan Beverages: Coffee, water, soft drinks, alcohol if needed

1-2 Weeks Before Event

Final Preparations

- [ ] Confirm Final Headcount: Update caterer with accurate numbers
- [ ] Coordinate Venue Access: Delivery times, parking, elevator reservations
- [ ] Assign Event Point Person: Someone to manage catering day-of
- [ ] Prepare Emergency Contacts: Caterer, venue, key team members

Day of Event

Setup & Service

- [ ] Meet Catering Team: Walkthrough and confirm setup details
- [ ] Check Food Quality: Temperature, presentation, quantities
- [ ] Monitor Throughout Event: Refill items, address guest needs
- [ ] Handle Final Payment: Process payment and gratuities

- [ ] Quick Venue Check: Ensure cleanup is complete

Post-Event (Within 48 Hours)

Wrap-Up

- [ ] Collect Feedback: Note what worked well and areas to improve
- [ ] Rate Your Vendor: Update your preferred caterer list
- [ ] Process Invoices: Submit for payment and expense tracking

Quick Budget Calculator

Estimated Cost Per Person:

- Basic lunch: $15-25
- Premium meal: $25-40
- Full-service event: $40-75

Don't Forget to Budget For:

- Service fees (15-20%)
- Gratuities (15-18%)
- Equipment rentals
- Beverage upgrades

Emergency Day-Of Contacts

Caterer: _____

Venue Manager: _____

Event Coordinator: _____

Pro Tip: Save time and reduce stress with this proven checklist used by successful event planners. For more advanced corporate event solutions, contact Brenda Thomas today.

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