

Catering event order template

Use this internal operational brief with the current approved quote. Replace the prompts, confirm unknowns and share only the information each role needs.

Business: _____ Event: _____
Event reference: _____ Paper copy revision: _____ Issued: _____
Current approved quote reference: _____ Quote revision: _____
Approval evidence/date held by office: _____
Event date: _____ Timezone: _____ Guest count: _____
Venue and verified address: _____
Access instructions or open questions: _____
Service format, inclusions and exclusions: _____

Menu and quantities

Item or requested allocation	Quantity	Unit or basis
_____	_____	_____
_____	_____	_____
_____	_____	_____

Copy the approved quantities and basis for each line. Identify whether requested alternatives are included in the total guest count. Add reviewed pages if needed.

Information still to confirm

List missing details, the role responsible and when to follow up. Keep private customer contacts, costs, quote prices, payment details and private notes in office records.

Open item / owner / due: _____

Revision and distribution

Quote approval and paper-copy revision are separate. A requested change stays pending until approved. Retain the prior approved version; mark old paper copies Superseded when issuing a new approved plan.

Brief status: [Draft / Reviewed / Superseded] Recipients and issued time: _____

First event timeline

Event reference: _____ Event date: _____ Timezone: _____

Current approved quote: _____ Quote revision: _____ Paper copy: _____

Use a date and local time for each target. Label Proposed, Confirmed, To confirm or Not included explicitly. Review your own production, travel and access plan; service time alone does not establish departure or arrival.

Local time	Task or milestone	Responsible role	Planning status
_____	Prep review	_____	_____
_____	Food and equipment packing review	_____	_____
_____	Departure	_____	_____
_____	Venue access and arrival	_____	_____
_____	Agreed drop-off or ready time	_____	_____
_____	Customer service time	_____	_____
_____	End, collection or handover if included	_____	_____

Briefing and actual records

Current quote read by / date and time: _____

Prep checklist reference and actual food/equipment checks: _____

Actual handover by / to / date and time: _____

Record actual checks separately from target times. A read receipt, prep check, packing check and delivery record are different actions. This sheet does not mark any work complete.

After an approved change

Issue the new approved reference, tell every affected role and withdraw superseded working copies. Review quantities and timings again. Start fresh acknowledgment and prep/packing checks; keep previous records labelled with their original revision.

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This manual file does not import into CaterScale or create records automatically.