

Catering prep checklist

Use one sheet per approved event revision. Fill the fields from the approved plan, confirm the kitchen has read it, then record preparation and packing separately.

Event [Event name] Event reference [reference]

Current approved quote [Quote ID or reference] Revision [number]

Event date [date]

Service time [time] Business timezone [zone]

Drop off time [optional time, or not set]

Venue [Venue and delivery address]

Guest count and basis [count] Dish quantities and units below

Kitchen acknowledgment

Read current revision [] Read Staff [name] Date and time [when]

Approved service notes [Copy only kitchen-relevant instructions from this revision]

Preparation by dish

Dish and output [Dish] [quantity and unit]

Copy your approved recipe rates and original units. State whether the basis is per guest, item or package. Duplicate this section for each dish.

Ingredient	Recipe rate	Total	Done	Staff and time
[Ingredient]	[rate / basis]	[qty and unit]	[]	[staff / time]
[Ingredient]	[rate / basis]	[qty and unit]	[]	[staff / time]
[Ingredient]	[rate / basis]	[qty and unit]	[]	[staff / time]

Preparation notes _____

Preparation checks do not confirm that food or equipment is packed. This document is manual; it does not save or update CaterScale.

Packing and handoff

Event and revision [Event reference] [Approved quote ID] Revision [number]

Food packing

Food	Quantity	Packed	Staff and time
[Dish / food item]	[qty and unit]	[]	[staff / time]
[Dish / food item]	[qty and unit]	[]	[staff / time]

Equipment packing

Equipment	Quantity	Packed	Staff and time
[Equipment item]	[qty and unit]	[]	[staff / time]
[Equipment item]	[qty and unit]	[]	[staff / time]

Use the approved per-event quantities. Keep food and equipment separate. Record who checked each row and when.

Manual handoff record

Delivery stage [Packing / Ready / Out for delivery / Delivered]

Handed to [staff name] Date and time [when]

Received by [staff name] Date and time [when]

Revision confirmed [quote reference and revision]

If the approved plan changes

Keep using the approved sheet while edits await approval. When a replacement is approved, mark the old paper sheet SUPERSEDED, retain it with its revision, and issue a fresh sheet. Record a new acknowledgment and new prep and packing checks; do not copy old ticks forward.

In CaterScale, Ready requires all food and equipment packing rows. Prep ticks do not add a Ready gate. Acknowledgment is separate from packing, and Delivered does not automatically complete the event. Paper records do not enforce these rules.