

Catering prep checklist

Fictional filled example. Revision 2 is approved; acknowledgment and work checks are still open.

Event Northwood team lunch | Fictional demonstration

Current approved quote Revision 2 Sheet label NORTHWOOD-R2

Event date November 2, 2026

Service time 12:30

Drop off time Not set

Venue Northwood Studio, 123 Example Street

Guest count and basis 60 guests One portion per guest

NORTHWOOD-R2 is an illustrative paper reference. Keep the actual approved quote ID with your own working sheet.

Kitchen acknowledgment

Read current revision Awaiting acknowledgment; no staff or time recorded

Preparation by dish

Dish and output Lemon herb chicken 60 portions

Recipe basis: per guest. These fictional rates are examples, not portion or yield advice.

Ingredient	Recipe rate	Total	Done	Staff and time
Chicken	180 g / guest	10,800 g	[]	Pending
Lemon dressing	25 ml / guest	1,500 ml	[]	Pending

Preparation: 0 of 2 checked. All checks belong to revision 2.

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 Northwood team lunch Revision 2 NORTHWOOD-R2

Food packing

Food	Quantity	Packed	Staff and time
Lemon herb chicken	60 portions	[]	Pending

Equipment packing

Equipment	Quantity	Packed	Staff and time
Chicken serving pan	3 each	[]	Pending
Serving tongs	2 each	[]	Pending

Packing: 0 of 3 checked. Serving pans: 4 per 100 guests gives 3 for this event. Tongs: 2 per 100 guests gives 2. Round each event up before combining event totals.

Manual handoff record

Delivery stage Packing; no Ready, dispatch or delivery recorded

Handed to Not yet handed over

Received by Not yet confirmed

Revision confirmed Pending

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 When a replacement is approved, mark the old paper sheet SUPERSEDED, retain it with its revision, and issue a fresh sheet.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.