Catering Equipment Checklist

Qty needed = guests x units per guest x (1 + spare %), rounded up, plus any fixed quantity. Ratios are your own planning assumptions.

SAMPLE - fictional business, event and people. Not a real client. Numbers are illustrative only.

Event Spring fundraiser buffet, 120 guests (fictional)

Event date Apr 24, 2027

Guest count 120

Service style Buffet with seated tables

Category	Item	Units per guest	Spare %	Fixed qty	Qty needed	Owned or available	To rent or buy	Source or vendor	Packed	Qty returned
Serving	Chafing dishes			8	8	6	2	Rent 2 (Bayside Party Rentals, fictional)	Yes	8
Serving	Chafing fuel			16	16	24	0	Own stock	Yes	
Serving	Serving utensils			24	24	30	0	Own stock	Yes	24
Serving	Platters and bowls			12	12	12	0	Own stock	Yes	12
Tableware	Dinner plates	1	10.0%		132	100	32	Rent shortfall	Yes	
Tableware	Dessert plates	1	10.0%		132	150	0	Own stock	Yes	
Tableware	Forks (dinner and dessert)	2	10.0%		264	300	0	Own stock	Yes	
Tableware	Knives	1	10.0%		132	120	12	Rent shortfall	Yes	
Tableware	Water glasses	1	15.0%		138	96	42	Rent shortfall	Yes	
Tableware	Napkins	1.5			180	200	0	Own stock	Yes	
Tables and linens	Guest tables (8 seats)	0.13			15	4	11	Rent shortfall	Yes	
Tables and linens	Buffet tables			3	3	3	0	Own stock	Yes	3
Tables and linens	Tablecloths (guest + buffet tables)	0.13		3	18	10	8	Rent shortfall	Yes	
Transport and holding	Insulated carriers			6	6	6	0	Own stock	Yes	6
Safety and cleaning	Gloves (boxes)			2	2	5	0	Own stock	Yes	

Items to rent or buy	6
Total units to rent or buy	107

The ratios and spare percentages in the sample are illustrative assumptions for one fictional buffet, not industry standards. Check venue rules for open flames before packing chafing fuel.

How to use this template

1. Enter the guest count once at the top.
2. For each item, enter either units per guest (with an optional spare percentage) or a fixed quantity. The ratios in the sample are illustrative assumptions, not standards; use your own.
3. Enter how many you own or have available; the sheet shows the quantity to rent or buy.
4. Add the source or vendor, then use the packed and returned columns on event day.