# 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.

**Event** _____ **Event date** _____

**Guest count** _____ **Service style** _____

| 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 | | | | Enter ratio or qty | | | | | |
| Serving | Chafing fuel | | | | Enter ratio or qty | | | | | |
| Serving | Serving utensils | | | | Enter ratio or qty | | | | | |
| Serving | Platters and bowls | | | | Enter ratio or qty | | | | | |
| Serving | Buffet risers | | | | Enter ratio or qty | | | | | |
| Tableware | Dinner plates | | | | Enter ratio or qty | | | | | |
| Tableware | Salad or dessert plates | | | | Enter ratio or qty | | | | | |
| Tableware | Forks | | | | Enter ratio or qty | | | | | |
| Tableware | Knives | | | | Enter ratio or qty | | | | | |
| Tableware | Spoons | | | | Enter ratio or qty | | | | | |
| Tableware | Water glasses | | | | Enter ratio or qty | | | | | |
| Tableware | Napkins | | | | Enter ratio or qty | | | | | |
| Tables and linens | Guest tables | | | | Enter ratio or qty | | | | | |
| Tables and linens | Buffet tables | | | | Enter ratio or qty | | | | | |
| Tables and linens | Tablecloths | | | | Enter ratio or qty | | | | | |
| Transport and holding | Insulated carriers | | | | Enter ratio or qty | | | | | |
| Transport and holding | Coolers | | | | Enter ratio or qty | | | | | |
| Transport and holding | Hand truck or dolly | | | | Enter ratio or qty | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|
| Safety and cleaning | Gloves (boxes) | | | | Enter ratio or qty | | | | | |
| Safety and cleaning | Sanitizer and cleaning supplies | | | | Enter ratio or qty | | | | | |
| Safety and cleaning | First aid kit | | | | Enter ratio or qty | | | | | |
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**Items to rent or buy**

**Total units to rent or buy**

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.