Packing and Loading Checklist

Pack against the quantity needed, load, hand over at the venue, then count what comes back.

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

Event	Northgate Rowing Club awards lunch, 70 guests (fictional)	**Event date**	May 8, 2027
Venue	Northgate boathouse (fictional)	**Venue contact**	Club steward, 555-0119
Load owner	Dana K. (sample)	**Vehicle**	Van 2
Departure time	10:15 AM	**Venue arrival time**	10:45 AM

Section	Item	Container or label	Qty needed	Qty packed	Packed vs needed	Packed by	Loaded	Qty returned	Missing	Notes
Food	Chicken piccata	4 full hotel pans, lid labels	4	4	OK	AR	Yes	4	0	
Food	Lemon herb orzo	2 full hotel pans	2	2	OK	AR	Yes	2	0	
Food	Green salad, dressing on the side	3 bowls + 2 qt dressing	3	3	OK	JM	Yes	3	0	
Food	Rolls and butter	2 bins	2	2	OK	JM	Yes	2	0	
Food	Brownies and fruit tray	4 trays	4	4	OK	JM	Yes	4	0	
Special meals	Gluten-free meals x3, labeled name and table	Boxes, red tape	3	3	OK	AR	Yes			Handed to venue contact
Special meals	Vegan meals x2, labeled name and table	Boxes, green tape	2	2	OK	AR	Yes			Handed to venue contact
Hot and cold holding	Insulated carriers	Carriers 1-4	4	4	OK	DK	Yes	4	0	
Hot and cold holding	Chafing dishes with fuel	Crate A	6	6	OK	DK	Yes	5	1	1 frame left at venue - follow up
Hot and cold holding	Cooler with ice packs	Cooler	2	2	OK	DK	Yes	2	0	
Serviceware	Serving utensils (tongs, spoons)	Utensil bin	14	12	SHORT	DK	Yes	12	0	2 short; venue lent tongs
Equipment	Black tablecloths	Linen bag	10	10	OK	JM	Yes	10	0	
Equipment	Buffet signage and allergen cards	Sign folder	1	1	OK	AR	Yes	1	0	
Paperwork	BEO, run sheet, delivery receipt	Clipboard	1	1	OK	AR	Yes	1	0	

Lines packed short	1
Lines not loaded	0
Total missing on return	1

Handed over to (venue)	Club steward	**Handover time**	11:05 AM
Handover notes	Special meals and allergen cards shown to steward	**Return counted by**	Dana K. (sample)

Leave the returned quantity blank for disposables and food that is not coming back.

How to use this template

1. Fill in the event, vehicle, load owner and departure time at the top.
2. Keep, delete or add lines for each section: food, labeled special meals, holding equipment, serviceware, equipment and paperwork.
3. As you pack, enter the quantity packed and initials; the summary shows lines packed short of the quantity needed.
4. Mark each line loaded, and complete the venue handover fields on arrival.
5. After the event, enter the quantity returned; the missing column and total show what did not come back.