Packing and Loading Checklist

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

Event _____ **Event date** _____

Venue _____ **Venue contact** _____

Load owner _____ **Vehicle** _____

Departure time _____ **Venue arrival time** _____

Section	Item	Container or label	Qty needed	Qty packed	Packed vs needed	Packed by	Loaded	Qty returned	Missing	Notes
Food	Hot mains									
Food	Cold items and salads									
Food	Bread and accompaniments									
Food	Sauces and dressings (labeled)									
Food	Desserts									
Special meals	Special meals labeled with guest name or table and meal									
Hot and cold holding	Insulated carriers									
Hot and cold holding	Coolers and ice packs									
Hot and cold holding	Chafing dishes and fuel									
Serviceware	Serving utensils									
Serviceware	Plates, cutlery and napkins (if supplied)									
Equipment	Linens									
Equipment	Buffet risers, signage and allergen cards									
Equipment	Gloves, sanitizer and cleaning supplies									
Equipment	Extension cords and tape									
Paperwork	BEO, run sheet and delivery receipt									

Lines packed short	
Lines not loaded	
Total missing on return	

Handed over to (venue) _____ **Handover time** _____

Handover notes _____ **Return counted by** _____

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.