Wedding Catering Checklist

Due dates count back from the wedding date. Days-before values are starting points; negative values are after the wedding.

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

Couple	Riley and Sam (fictional couple)	**Wedding date**	Jun 12, 2027
Venue	Orchard Barn (fictional)	**Guest count (estimate)**	110
Lead coordinator	Harbor & Thyme events team (fictional)	**Status as of**	Apr 1, 2027

Phase	Task	Days before wedding	Due date	Owner	Status	Notes
Booking	Reply to inquiry and book a consultation	300	Aug 16, 2026	Sales	Done	
Booking	Consultation: guest count, style, budget, venue rules	280	Sep 5, 2026	Sales	Done	Barn venue, family-style service
Booking	Send proposal	270	Sep 15, 2026	Sales	Done	
Booking	Contract signed and deposit received	250	Oct 5, 2026	Accounts	Done	
Menu	Schedule tasting	150	Jan 13, 2027	Chef	Done	
Menu	Hold tasting and record menu choices	120	Feb 12, 2027	Chef	Done	Picked short rib and roasted squash
Menu	Confirm menu and service style in writing	90	Mar 14, 2027	Sales	Done	
Menu	Confirm drinks plan: who supplies and serves what	90	Mar 14, 2027	Sales	In progress	Couple supplying wine; venue requires licensed bartender - confirm
Logistics	Venue walkthrough: kitchen, power, water, load-in, timings	60	Apr 13, 2027	Event lead	Not started	Walkthrough booked for Apr 13
Logistics	Order rentals: tables, linens, tableware	45	Apr 28, 2027		Not started	
Logistics	Agree the day-of timeline with planner and venue	30	May 13, 2027		Not started	
Logistics	Receive dietary and allergy list with names and tables	21	May 22, 2027		Not started	
Logistics	Receive final guest count	14	May 29, 2027		Not started	
Logistics	Publish staff schedule	10	Jun 2, 2027		Not started	
Logistics	Issue BEO to kitchen and floor team	7	Jun 5, 2027		Not started	
Logistics	Prepare special meal labels from the seating chart	7	Jun 5, 2027		Not started	
Payments	Balance due as set in the contract	7	Jun 5, 2027		Not started	
Production	Confirm cake or dessert plan and cutting service	7	Jun 5, 2027	Chef	N/A	Couple's bakery handles cake and cutting
Production	Finish ordering and production sheet	5	Jun 7, 2027		Not started	
Production	Check packing and loading list	1	Jun 11, 2027		Not started	
Wedding day	Arrive, set up, check special meals	0	Jun 12, 2027		Not started	
Wedding day	Service, cake cutting, breakdown	0	Jun 12, 2027		Not started	
After	Return rentals and count equipment	-2	Jun 14, 2027		Not started	
After	Send thank-you and ask for feedback	-7	Jun 19, 2027		Not started	

Tasks done	7
Tasks open	16
Open and overdue	1

Your contract sets the real deadlines (final count, balance due). Change the days-before values to match it.

How to use this template

1. Enter the wedding date; each task's due date is calculated from its days-before value, which you can change to suit your process.
2. Set the status-as-of date to today whenever you review the list; the summary counts overdue open tasks.
3. Assign an owner and update the status (Not started, In progress, Done or N/A).
4. Add tasks for anything specific to the couple, venue or menu.