Wedding Catering Checklist

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

Couple _____ **Wedding date** _____

Venue _____ **Guest count (estimate)** _____

Lead coordinator _____ **Status as of** _____

Phase	Task	Days before wedding	Due date	Owner	Status	Notes
Booking	Reply to inquiry and book a consultation	300				
Booking	Consultation: guest count, style, budget, venue rules	280				
Booking	Send proposal	270				
Booking	Contract signed and deposit received	250				
Menu	Schedule tasting	150				
Menu	Hold tasting and record menu choices	120				
Menu	Confirm menu and service style in writing	90				
Menu	Confirm drinks plan: who supplies and serves what	90				
Logistics	Venue walkthrough: kitchen, power, water, load-in, timings	60				
Logistics	Order rentals: tables, linens, tableware	45				
Logistics	Agree the day-of timeline with planner and venue	30				
Logistics	Receive dietary and allergy list with names and tables	21				
Logistics	Receive final guest count	14				
Logistics	Publish staff schedule	10				
Logistics	Issue BEO to kitchen and floor team	7				
Logistics	Prepare special meal labels from the seating chart	7				
Payments	Balance due as set in the contract	7				
Production	Confirm cake or dessert plan and cutting service	7				
Production	Finish ordering and production sheet	5				
Production	Check packing and loading list	1				
Wedding day	Arrive, set up, check special meals	0				
Wedding day	Service, cake cutting, breakdown	0				
After	Return rentals and count equipment	-2				
After	Send thank-you and ask for feedback	-7				

Tasks done

Tasks open

Open and overdue

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.