Event Name/Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person/Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event Information | Quantity  | Pre-Load Check | Load Truck Check | Food | Quantity | Pre-Load Check | Load Truck Check |
| Event location |  |  |  | Hot Food |  | [ ] | [ ] |
| Contact Info |  | [ ] | [ ] | Hot Food |  | [ ] | [ ] |
| Copy of Contract |  | [ ] | [ ] | Hot Food |  | [ ] | [ ] |
| Special Instructions |  | [ ] | [ ] | Hot Food |  | [ ] | [ ] |
| Invoice |  | [ ] | [ ] | Cold Food |  | [ ] | [ ] |
| Business Cards |  | [ ] | [ ] | Cold Food |  | [ ] | [ ] |
| Flyers/Promo Materials (Upcoming Events) |  |  |  | Cold Food |  | [ ] | [ ] |
| Other |  | [ ] | [ ] | Cold Food |  | [ ] | [ ] |
| Paper Supplies |  |  |  | Cold Food |  | [ ] | [ ] |
| Plates |  | [ ] | [ ] | Bread and Butter |  | [ ] | [ ] |
| Small Plates  |  | [ ] | [ ] | Condiments |  | [ ] | [ ] |
| Bowls |  | [ ] | [ ] | Condiments |  | [ ] | [ ] |
| Cold Cups |  | [ ] | [ ] | Condiments |  | [ ] | [ ] |
| Hot Cups |  | [ ] | [ ] | Dessert |  | [ ] | [ ] |
| Napkins |  | [ ] | [ ] | Drinks |  |  |  |
| Forks |  | [ ] | [ ] | Cold Water |  | [ ] | [ ] |
| Knives |  | [ ] | [ ] | Coffee/Tea |  | [ ] | [ ] |
| Spoons |  | [ ] | [ ] | Juice |  | [ ] | [ ] |
| Serving Utensils |  | [ ] | [ ] | Milk |  | [ ] | [ ] |
| Trash Bags |  | [ ] | [ ] | Ice |  | [ ] | [ ] |
| Table Cloth  |  | [ ] | [ ] | Other Drink |  | [ ] | [ ] |
| Salt, Pepper |  | [ ] | [ ] | Other  |  |  |  |
| Sugar/Sweetener |  | [ ] | [ ] | Equipment Needed Onsite (warmers/coolers) |  | [ ] | [ ] |
| Straws |  | [ ] | [ ] | Decor for Set-Up (risers) |  | [ ] | [ ] |
| Stirrers  |  | [ ] | [ ] | Other |  | [ ] | [ ] |
| Other |  | [ ] | [ ] | Other |  | [ ] | [ ] |