

# BBQ Catering Checklist for Parties, Meetings, or Events

## Event Details

- ☐ Determine event date, time, and location
- ☐ Estimate number of guests
- ☐ Set budget for catering

## Caterer Selection

- ☐ Research BBQ caterers (check reviews, menus, and experience)
- ☐ Confirm caterer availability for event date
- ☐ Verify caterer's licensing and insurance
- ☐ Request sample menu or tasting (if available)

## Menu Planning

- ☐ Choose BBQ style (e.g., brisket, ribs, pulled pork, chicken)
- ☐ Select side dishes (e.g., coleslaw, baked beans, cornbread)
- ☐ Include vegetarian/vegan options (if needed)
- ☐ Specify dietary accommodations (e.g., gluten-free, allergies)
- ☐ Decide on appetizers or desserts (if desired)
- ☐ Confirm portion sizes per guest

## Beverages

- ☐ Decide if caterer provides drinks (e.g., iced tea, lemonade)
- ☐ Arrange for alcohol (if applicable, check caterer's policy)
- ☐ Ensure water and non-alcoholic options are available

## Logistics

- ☐ Confirm setup and cleanup services
- ☐ Check if caterer provides tables, chairs, or tents
- ☐ Verify serving style (e.g., buffet, plated, family-style)
- ☐ Arrange for serving utensils, plates, and napkins
- ☐ Discuss timeline for food delivery and service

## Contracts and Payments

- ☐ Review and sign contract with caterer
- ☐ Confirm pricing and any additional fees (e.g., gratuity, travel)
- ☐ Pay deposit (if required)
- ☐ Clarify cancellation or refund policy

## Final Preparations

- ☐ Confirm final guest count with caterer (1-2 weeks prior)
- ☐ Reconfirm event details and timeline with caterer
- ☐ Plan for leftovers (e.g., take-home containers)