

Wedding Catering Checklist

Checklist · 34 items · 10 sections

Find the right caterer, nail the menu, and handle every dietary need, stress-free.

Open the editable, AI-powered version online:

<https://genechecklist.com/checklist/wedding-catering-checklist>

BUDGET AND PLANNING

- Set catering budget: typically 30-40% of total wedding budget
HIGH
- Decide on catering style: sit-down dinner, buffet, food stations, canapes, grazing tables
HIGH
- Check whether venue provides in-house catering or allows external caterers
HIGH

FINDING A CATERER

- Research and shortlist at least 3 caterers for comparison
HIGH
- Check caterer's experience with weddings your size and style
HIGH
- Ask for references from past wedding clients
- Confirm caterer holds valid food hygiene certificates and public liability insurance
HIGH

MENU PLANNING

- Schedule a menu tasting session with your top caterer choice
HIGH
- Plan a welcome drinks menu for arriving guests (canapés, Champagne, cocktail hour)
HIGH
- Plan starter or entree options (2-3 choices for seated dinner)
HIGH
- Plan main course options including vegetarian/vegan alternative
HIGH
- Plan dessert options (may be served with wedding cake)
- Plan late-night snacks or supper for evening guests (sliders, pizza, cheese board)

- Plan a grazing table or canapé selection for cocktail hour

DIETARY REQUIREMENTS

- Collect all dietary requirements from RSVPs: vegan, vegetarian, gluten-free, nut allergy, halal, kosher

HIGH

- Share full dietary requirements list with caterer at least 2-4 weeks before

HIGH

- Confirm how dietary meals will be identified and served at the table

- Plan children's menu separately: kid-friendly options

BAR AND DRINKS

- Decide on bar service: open bar, drinks package, cash bar, or BYO with corkage

HIGH

- Plan welcome drinks (Champagne, Pimm's, beer, mocktails on arrival)

HIGH

- Choose wine for dinner (typically one white and one red per table)

- Plan toast Champagne or sparkling wine for speeches

HIGH

- Plan non-alcoholic options throughout the day (water, soft drinks, mocktails)

HIGH

- Confirm bar cut-off time and responsible service of alcohol compliance

HIGH

WEDDING CAKE

- Order wedding cake and confirm delivery and setup time with baker

HIGH

- Decide who cuts and serves the wedding cake (caterer or baker)

- Confirm how leftover wedding cake will be handled (boxed for guests)

STAFFING AND LOGISTICS

- Confirm number of wait staff and their setup and service timeline

HIGH

- Confirm caterer's setup and breakdown times with venue

HIGH

- Confirm final headcount 1-2 weeks before and adjust catering quantities

HIGH

CONTRACTS

- Finalise and sign catering contract with deposit paid

HIGH

- Confirm final payment schedule with caterer

HIGH

DAY-OF TIPS

- Ensure the couple and bridal party are fed during cocktail hour: they often miss out!

HIGH

AFTER WEDDING

- Arrange for leftover food to be donated to a food bank or shelter