

Catering Equipment Checklist

Starting a catering business means building a mobile kitchen you can count on. Use this checklist to choose the essentials first, stay organized at every event, and avoid forgetting the gear that keeps service running smoothly.

Event Details

Event Type: _____ Date: _____

Venue Name: _____ Address: _____

Setup Time: _____ Breakdown Time: _____

Guest/Meal Count: _____ Alcohol Served? Yes No

Contact Person: _____ Phone #: (_____) _____

Service Type: Drop-Off Full-service On-site cooking

Other: _____

Food Prep	Qty	<input checked="" type="checkbox"/>	On-site Cooking	Qty	<input checked="" type="checkbox"/>
Stock pot			Induction cooktop		
Saucepan			Hot plate		
Sauté pan / skillet			Extension cord		
Roasting pan			Power strip		
Cutting board(s)			Heat-safe gloves / mitts		
Knife set			Instant-read thermometer		
Kitchen scale					
Mixing bowls with lids					
Sheet pans (¼, ½, or full)					
Colander					
Kitchen shears					

Can opener					
Spatula					
Whisk					
Tongs					
Ladle					

Pro tip: Use the blank rows to customize your equipment checklist depending on your menu, services, or the event.

Hot/Cold Holding + Transport	Qty	<input checked="" type="checkbox"/>	Serving Equipment	Qty	<input checked="" type="checkbox"/>
Insulated food carrier(s)			Chafing dishes		
Cooler			Chafer fuel		
Ice/Ice packs			Long lighter / matches		
Hotel pans with lids			Serving platters		
Leak-proof containers			Serving spoons, tongs, ladles		
Probe thermometer			Carving knife and fork		
Glass racks			Food-safe disposable gloves		
Lidded totes			Server aprons		
Non-slip mats			Beverage dispenser(s)		
Rolling cart / dolly			Menu cards / food labels		

Tableware	Qty	✓	Alcohol Service	Qty	✓
Plates			Portable bar setup		
Bowls			Shakers		
Napkins			Jiggers		
Flatware			Strainers		
Glasses			Liquor licenses and permits		
Coffee cups					
Carafes / caddies					
Straws / stirrers			Setup + Presentation	Qty	✓
Salt and pepper shakers			Tablecloths		
Bread baskets			Label stands		
Takeout containers			Risers or stands		
			Tablecloth weights / clips		
			Table numbers		

Cleaning Supplies	Qty	✓	Business Tools + Insurance	Qty	✓
Trash cans with lids			Booking Software		
Extra trash bags			Payment Processing/POS		
Bus bins			Certificate of Insurance (COI)		
Disinfectant spray			Vehicle registration and insurance ID card		
Paper towels					
Bar towels					
Disposable cleaning gloves					

Hand sanitizer					

Take this checklist to-go! Use your equipment checklist before and after each event to keep your setup consistent, your service smooth, and your gear accounted for.

*Need coverage before your next event? Get [catering insurance](#) online in minutes from **FLIP!***