



101C 18th Avenue, Cubao Quezon City

Tel No. (02) 7342-8804 / 09617696332 / 09665816139 / 09073576583 Web: www.executivegourmet.ph

Wedding Catering Checklist Philippines

Plan Your Perfect Reception with Confidence

Prepared by:

Executive Gourmet Catering Services

<https://www.executivegourmet.ph>



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INTRODUCTION

Planning your wedding catering can be overwhelming, but with the right checklist, you can stay organized and avoid costly mistakes.

Use this checklist to guide you through your catering decisions—from guest count and menu planning to setup and final confirmations.

✓ PRE-BOOKING CHECKLIST

✓ Guest Planning

- Estimate total number of guests
- Allow buffer for extra attendees
- Confirm VIP / special guests

✓ Budget Planning

- Set total catering budget
- Decide price per head range
- Allocate budget for add-ons

✓ Catering Style

- Buffet setup
 - Plated service
 - Cocktail style
 - Combination setup
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MENU PLANNING

✓ Main Menu Selection

- Chicken dish
- Beef or pork dish
- Seafood option
- Vegetable dish
- Rice / pasta

✓ Dessert & Drinks

- Dessert (leche flan, cake, etc.)
- Drinks (juice, iced tea, water)



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✓ Guest Considerations

- Kids-friendly options
 - Dietary restrictions
 - Balanced variety
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VENUE & SETUP

✓ Venue Coordination

- Confirm catering allowed
- Check kitchen access
- Verify setup time

✓ Setup Requirements

- Buffet tables
- Tableware & utensils
- Styling / theme setup

✓ Logistics

- Parking for suppliers
 - Power supply access
 - Cleanup schedule
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SERVICE & STAFFING

✓ Catering Team

- Number of waiters
- Coordinator assigned
- Kitchen staff included

✓ Service Flow

- Buffet line setup
 - Food replenishment plan
 - Guest assistance
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FINAL CHECKLIST (BEFORE EVENT)

- Final guest count confirmed
 - Menu finalized
 - Timeline confirmed
 - Payment schedule settled
 - Special requests communicated
 - Contact person assigned
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PRO TIPS

- ✓ Choose a balanced menu (not all expensive dishes)
 - ✓ Avoid over-ordering food
 - ✓ Confirm everything 1 week before the event
 - ✓ Always have extra buffer (10–15 pax)
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Need Help Planning Your Wedding Catering?

Let our team help you choose the best package for your event.

Request a Quote:

<https://www.executivegourmet.ph/request-a-quote/>