

## Carolina Country Weddings Catering Checklist

When quoting a catering event at Carolina Country Weddings, please take into account that catering must be full-service, and that caterers are responsible for all food-related cleanup, including bussing tables and proper removal of food waste at the end of the evening.

Parking: Catering van can be pulled up to the left side door of the Lodge and temporarily parked on the circle drive for unloading upon arrival and loading at end of event. After unloading, the van must be parked in our main parking lot. Please do not park on the grass.

### Before Event

- ☐ Provide proof of a current health department inspection report
- ☐ Provide a certificate of insurance with venue listed as certificate holder for event
- ☐ Check in with venue representative

### During Event

- ☐ Provide buffet and appetizer table tablecloths
- ☐ Keep HVAC air return in kitchen clear and not blocked
- ☐ Keep all tables bussed and orderly, using splash buckets
- ☐ Keep trash cleaned up/removed
- ☐ Pour all liquids down kitchen sink, not on ground
- ☐ Do NOT use kitchen disposal! It drains to a septic system
- ☐ Do not place liquids down drain that turn solid (grease, melted chocolate, cheese, etc.)
- ☐ Dump ice (if at all) on gravel road, not grass or plants.

### After Event

- ☐ Remove all food waste, trash, and catering supplies or equipment from venue
- ☐ Clean:

- ☐ Spills, broken bags, etc.
- ☐ Serving and work tables
- ☐ Counters and sinks
- ☐ Refrigerator shelves
- ☐ Backsplashes
- ☐ Any other areas used

#### ☐ Mop:

- ☐ Kitchen floor
- ☐ Serving/buffet floor area

- ☐ Wipe and crate non-disposable plates, glasses, and other tableware into food waste receptacles. Do NOT wash onsite.

### Check-Out

- ☐ All food-related waste/trash in caterer vehicle for removal
- ☐ If rentals are to be left overnight, venue must approve pickup arrangements, to occur between 8:00 and 10:00 the next morning
- ☐ Check out with venue representative before leaving:

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