

WEDDING FOOD & BEVERAGE CHECKLIST

Your step-by-step blueprint to crafting a flawless dining and bar experience.

A Note From Chris

There is a dangerous myth out there that wedding planning has to be stressful, overwhelming, and exhausting. I am here to tell you that it absolutely doesn't have to be! Food and drink are the heartbeat of your reception—it's how you welcome your favorite people to the table to celebrate your love story. Take a deep breath, tackle this layout one step at a time, and remember to keep the focus on what truly matters: savoring these moments together.

*With warmth and excitement,
Chris Ramsay*

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1. GENERAL PLANNING

- ☐ Finalize overall wedding budget
- ☐ Allocate 30–40% for food and beverages
- ☐ Confirm guest count
- ☐ Determine dietary restrictions or allergies
- ☐ Review venue catering policies
- ☐ Check if alcohol is allowed at the venue
- ☐ Determine if kitchen facilities are available on-site
- ☐ Choose your meal service style
- ☐ Decide on bar and beverage service

2. MEAL SERVICE OPTIONS (CHOOSE ONE OR COMBINE)

- ☐ Buffet
- ☐ Plated Dinner
- ☐ Food Stations
- ☐ Heavy Hors d'Oeuvres
- ☐ Carving/Chef-Attended Stations
- ☐ Food Trucks or Specialty Carts

Cute detail idea: Mix and match your favorite Late-Night food trucks with a formal dinner style for a personalized touch that keeps your guests energized!

3. BAR & BEVERAGE CHOICES

- ☐ Full Open Bar
- ☐ Beer and Wine Only
- ☐ Cash Bar
- ☐ Signature Cocktails
- ☐ Mocktails / Dry Wedding Options
- ☐ Coffee / Tea / Soda Stations
- ☐ Flavored Water or Lemonade Stand

4. CATERER/VENUE QUESTIONS

- ☐ Is a menu tasting available?
- ☐ Are servers/bartenders included?
- ☐ Are there extra fees (e.g., cake cutting, corkage)?
- ☐ Can you accommodate food allergies and dietary needs?
- ☐ What is the per-person price?
- ☐ Do you provide linens, china, and utensils?
- ☐ How is leftover food handled?

Cute detail idea: Name your signature cocktails after your pets, your favorite travel destinations, or shared milestones for a unique conversation starter at the bar.

5. TIMELINE PLANNING

- ☐ Finalize headcount (2–4 weeks before)
- ☐ Confirm menu selections
- ☐ Schedule tasting (if available)
- ☐ Share timeline with caterer
- ☐ Plan for late-night snacks (optional)
- ☐ Confirm delivery/setup time with vendor

6. FINAL NOTES

- ☐ Create a backup plan for outdoor setups
- ☐ Add food/beverage details to your wedding day timeline
- ☐ Assign a point of contact for caterer on the wedding day
- ☐ Review and sign contracts
- ☐ Leave a tip or gratuity envelope for staff