



LUNCHBOX CATERING CHECKLIST

ACTIVITIES

THE DAY BEFORE

DONE

Call the guest the day before to confirm time of pick up or delivery.	
Collect payment and verify payment has been processed.	
Print full order receipt and individual stickers for all lunch boxes.	
Verify all items are available for order. If not, arrange to get them.	
Ensure all catering supplies are in store and stocked.	
Assign team member to be responsible for the order.	
Prepare all lunch boxes with paper liners, napkins, utensils (if applicable), sauces, sides, and desserts (if applicable).	
Stack all pre-prepped lunchboxes.	
Ensure all beverage choices are available and set aside for order.	

THE DAY OF

DONE

Add the correct melt and/or sides to each lunchbox. Use the individual box stickers and complete order receipt to verify as you go.	
Put all boxes in large catering tote bags for pick up or delivery.	
Add a catering menu and other promotional materials to each bag.	
Manager must check off catering order before it is released for pick up or delivery.	