

Packing List Template

The "load nothing forgotten" list — all food, plus every piece of serving equipment, utensil and consumable that must go on the van.

How to use: one per event, built from the Production Sheet and menu. Check items on as they're loaded. Placeholders [...].

BEST PRACTICE

When to use	as food is finished and packed (Kitchen Workflow, step 7), before the van leaves.
How professionals use it	they physically tick each item onto the van. The list covers not just food but the easily-forgotten essentials — serving spoons, platters, cloths, bin bags — that turn a great menu into a smooth service.
Best practice	separate food from equipment from consumables · include the "always forgotten" items · have one named person do the final load check.
Common mistakes	packing food but forgetting serving utensils · no final check so one box is left on the bench · not listing consumables (napkins, foil, cloths).
Tips	keep a standard equipment list you reuse every event and add the event-specific food on top · check the list again <i>back onto</i> the van at the end (see End-of-Event Checklist).
Why it matters	arriving with beautiful food and no serving spoons is the kind of avoidable disaster this one sheet prevents.

Packing List

Event: [Client Name] — [Event Date] **Van leaves:** [time]

Food (from Production Sheet) — pack by temperature, load logically

Item	Qty	Hot / cold / ambient	Box / crate	Label	Dispatch temp	Packed by	Checked by
[Dish 1]	[qty]	[Hot]	[Hot box 2]		[__°C]		
[Dish 2]	[qty]	[Cold]	[Blue cool box]		[__°C]		
[Dish 3]	[qty]	[Ambient]	[Crate C3]		—		

Box/crate IDs and dispatch temps let the driver load in order (first off = last on) and prove the cold/hot chain held from the kitchen. Link hot/cold temps to the temperature logs.

Serving equipment — out and back

Item	Qty out	Equipment ID	Packed ✓	Returned ✓	Missing / damaged
Platters / bowls	[qty]		☐	☐	
Serving spoons / tongs	[qty]		☐	☐	
Chafing dishes / hot-holding	[qty]		☐	☐	
Table linen	[qty]		☐	☐	
Display stands	[qty]		☐	☐	

(Note hire-supplier returns here too — chafers, urns, stands counted back by quantity.)

Consumables

Item	Qty	Packed ✓
Plates / cutlery / napkins	[qty]	☐
Foil / cling film / labels	[qty]	☐
Cloths / cleaning / bin bags	[qty]	☐
Gloves / hand sanitiser	[qty]	☐

Documents & controls (easily forgotten, often essential)

- ☐ Run sheet & client/venue contact details
- ☐ Allergen matrix / event allergen sheet
- ☐ Temperature logs
- ☐ Event sign-off form (08)
- ☐ RAMS / method statement where required (10)
- ☐ Delivery handover / leftover form (08)

Event add-on modules (pack the right extras)

- **BBQ:** LPG/charcoal, fire blanket/extinguisher, probe, raw/cooked tools, ash/waste plan
- **Canapés:** trays, garnish kit, pass cloths, picks, napkins, hot boxes
- **Afternoon tea:** stands, china count, clotted cream cold box, cake boxes, breakage sheet
- **Corporate drop-off:** labels, allergen matrix, delivery handover, collection crates
- **Hot buffet:** chafers, fuel, lighter, serving spoons, heatproof gloves, hot-hold logs

Don't forget

- ☐ Allergy-specific dishes packed separately
- ☐ Condiments / sauces

☐ Cash float / card reader (if selling)

Final load check — two people

Packed by: _____ (name/time) · Checked by: _____ (name/time)

Built from the Production Sheet. Hands over to the Delivery Workflow / Equipment Checklist (08).