



CATERING CHECKLIST

Twin Oaks Barn staff must check out the caterer. The caterer is expected to stay until the end of the event to help with cleaning, unless other arrangements have been made and approved in advance. The following must be completed prior to the caterer leaving the facility.

- Sweep kitchen space and space where food was served and eaten.
- Remove all food debris from sinks.
- Wipe down all tables.
- Carry out all trash to the dumpster— trash from kitchen, event floor, bar area. If the dumpster is full, trash must be taken with you. Replace trash bags in trash cans (trash bags are provided.)
- Clean out refrigerator of all food & beverage— wipe down if necessary.
- Wipe down and sanitize all kitchen counters and clean out the kitchen sinks.

If Twin Oaks Barn’s tableware is used, the following must also be completed by the caterer:

- Clean food off plates and rinse. Place in provided containers.
- Rinse glasses so no sticky residue is on them. Place in provided containers.
- Clean food off utensils and rinse. Place in provided containers.
- Place used linens in provided containers.

Event Date	
Caterer	
Caterer Signature	
Event Manager	
Event Manager Signature	