

INVENTORY CHECKLIST

Catering Glassware & Dishware

Date: _____ Event: _____

ITEM DESCRIPTION	TARGET	ACTUAL	LOSS/GAP	NOTES/CONDITION
GLASSWARE				
Wine Glass (Standard 12oz)	120			
Champagne Flute	100			
Highball / Water Glass	150			
Rock Glass (Lowball)	80			
DISHWARE & CHINA				
Dinner Plate (10.5")	200			
Salad / Dessert Plate (7.5")	200			

ITEM DESCRIPTION	TARGET	ACTUAL	LOSS/GAP	NOTES/CONDITION
Bread & Butter Plate	150			
Soup / Pasta Bowl	100			
Coffee Cup & Saucer Set	120			

Inventory Counted By
Supervisor Approval