

DISHWARE INVENTORY

Event ID: _____ | Date: _____
Staff Lead: _____

ITEM DESCRIPTION	REQUIRED	PACKED	RETURNED	CONDITION / NOTES
PLATES & SERVICEWARE				
Dinner Plate (10.5" Porcelain)				Check for chips
Salad / Dessert Plate (8")				
Bread & Butter Plate (6")				
Soup / Pasta Bowl				
FLATWARE				
Dinner Fork				Polished silver
Dinner Knife				
Salad / Dessert Fork				
Teaspoon				

ITEM DESCRIPTION	REQUIRED	PACKED	RETURNED	CONDITION / NOTES
GLASSWARE				
Water Goblet (12oz)				<i>Spot free check</i>
Wine Glass (Universal)				
Champagne Flute				
Coffee Mug / Saucer Set				
BUFFET & SERVING				
Large Serving Platters				<i>Ceramic white</i>
Serving Tongs / Spoons				<i>Stainless steel</i>
Gravy Boat / Sauce Tureens				
Verification Signature (Outbound): _____				
Verification Signature (Inbound): _____				