

CATERING DISHWARE INVENTORY

Event Reference: _____

Date: ____ / ____ / 20__

ITEM DESCRIPTION	REQUIRED	ON-HAND	MISSING/DAMAGED	STORAGE LOCATION / NOTES
PLATES & BOWLS				
Dinner Plate (10.5")				Rack A-1
Salad/Appetizer Plate (8")				Rack A-2
Bread & Butter Plate (6")				Rack A-2
Soup/Pasta Bowl				Rack B-1
GLASSWARE				
Water Goblet				Crate Blue-12
Wine Glass (Universal)				Crate Blue-15
Champagne Flute				Crate Green-04
Highball Glass				Crate Grey-08
FLATWARE				

ITEM DESCRIPTION	REQUIRED	ON-HAND	MISSING/DAMAGED	STORAGE LOCATION / NOTES
Dinner Fork				<i>Bin S1</i>
Dinner Knife				<i>Bin S2</i>
Salad Fork				<i>Bin S3</i>
Teaspoon				<i>Bin S4</i>

SERVICE & BUFFET

Serving Platter (Large Oval)				<i>Shelf 4</i>
Chafing Dish (Full Size)				<i>Shelf 5</i>
Gravy Boat / Sauce Pitcher				<i>Shelf 2</i>

AUTHORIZED SIGN-OFF:

Inventory Manager Signature

Date