

Couple: _____	Wedding Date: _____
Venue: _____	Caterer: _____
Final Guest Count: _____	Meal Count Due Date: _____

Meal Code	Meal / Entree Description
A	
B	
C	
V	Vegetarian / Vegan
K	Kids Meal
S	Special Meal

[illegible]

Guest Name	Table	Meal	Allergy / Restriction	Notes

3. Dietary Restriction Summary

Category	Count	Important Notes / Guest Names
Vegetarian		
Vegan		
Gluten-Free		
Dairy-Free		
Nut Allergy		
Shellfish Allergy		
Other Food Allergy		
Religious / Cultural Requirement		
Medical / Special Diet		

4. Kids, Vendor & Special Meals

Meal Type	Count	Who / Notes
Kids Meals		
DJ / MC		
Photographer		
Videographer		
Wedding Planner / Coordinator		
Officiant		
Band / Musicians		
Other Vendors		
Late / Delayed Meals Needed		

5. Final Caterer Count

Meal / Category	Final Count
Meal A	
Meal B	
Meal C	
Vegetarian / Vegan	
Kids Meals	
Special Allergy Meals	
Vendor Meals	
TOTAL MEALS	

6. Final Questions for the Caterer / Venue

- [] Have all food allergies been clearly communicated to the kitchen / catering team?
- [] How will allergy-safe or special meals be identified and delivered to the correct guest?
- [] Will buffet items be labeled for common allergens or dietary restrictions?
- [] How will cross-contact / cross-contamination concerns be handled?
- [] When is the final guaranteed meal count due?
- [] Can meal counts be adjusted after the deadline, and are there additional charges?
- [] Will vendor meals be served at the same time as guest meals so vendors remain available for formalities?

7. Caterer / Venue Notes

Planning Tip: Food allergies can be serious. Give your caterer the exact information provided by the guest and ask the caterer directly how allergy-safe meals will be prepared, identified, and served.