DIETARY REQUIREMENTS / 01

MAP REQUESTS WITHOUT PRIVATE HEALTH DETAILS

Use neutral labels only. Keep guest identities, diagnoses, medical details, contact information and private messages outside this worksheet.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Event A / neutral label / no private date, address or guest identity

Request A category as already communicated / no diagnosis

Approximate number of requests / provider confirms planning method

Client-to-guest information path / no contact details

Venue or other provider role already known

Open information question for the caterer

Preparation only. Not medical, allergy, nutrition, food-safety, emergency, venue, licensing, regulatory, contract or legal advice. Keep guest identities, diagnoses, medical details and private communications out.

DIETARY REQUIREMENTS / 02

MAP INFORMATION, SERVICE ROLES AND HANDOFF

Ask the caterer to state what it can confirm, what remains uncertain and who owns each event-service responsibility.

Ingredient, packaged-product or recipe-change information offered

Cross-contact question and provider limitation statement

Menu-item identification, labels or signs proposed

Preparation, transport, holding, setup and service responsibility

Staff briefing, substitution and late-change communication process

Final menu, service plan, contact route and open-item handoff

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DIETARY REQUIREMENTS / 03

CHECK PROPOSAL READINESS

Tick what is organized. These checks do not assess a guest, approve a menu, determine safety or establish compliance with any requirement.

- [ ] Every caterer receives the same non-sensitive request brief
- [ ] Guest identities, diagnoses and medical details stay outside
- [ ] Known request categories are separated from assumptions
- [ ] Ingredient information and cross-contact limitations are requested
- [ ] Menu identification and unresolved questions are requested
- [ ] Preparation, transport, setup, service and venue roles are separated
- [ ] Staff communication and change approval are requested
- [ ] Final menu, service plan and open-item handoff are requested

Open guest-information or provider-response question

Unclear ingredient, cross-contact or menu-identification limitation

Missing venue, transport, service, staff or final-handoff detail

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DIETARY REQUIREMENTS / 04

QUESTIONS FOR THE CATERER

Record the answer and where it appears in the proposal, menu, service plan or other written material. Discuss private guest details separately.

Intake: what request information is needed and who receives it?

Information: what ingredients, products and cross-contact limits are documented?

Menu: how are items identified and unresolved questions disclosed?

Roles: who owns preparation, transport, setup, service and venue coordination?

Changes: how are staff briefed and substitutions or late requests handled?

Handoff: what final menu, plan, contact route and open items arrive?

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DIETARY REQUIREMENTS / 05

COMPARE THE SAME REQUEST A BRIEF

Use Caterer A and B. Clarify unlike information, limitation, service-role or handoff assumptions before comparing proposals.

Caterer A / B / proposal dates / shared Request A brief

Ingredient information, cross-contact limits and menu identification - A / B

Preparation, transport, venue, setup and service roles - A / B

Staff communication, changes, handoff and exclusions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Catering request. Share a non-sensitive Request A communication, ingredient-information, service-role and handoff brief so participating pros can compete with proposals. Compare proposed menu identification, provider information, limitations, service plan, staffing, change process, written handoff, exclusions and fit. A private guest-information, venue and provider-led planning conversation may be needed before a final proposal.

One request. Every pro's best offer.

Start a request

Participation varies. A private guest-information, venue and provider-led planning conversation may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/catering/dietary-requirements

U.S. Food and Drug Administration: Food Allergies (official reference)

Centers for Disease Control and Prevention: Preventing C. perfringens Food Poisoning (official reference)

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