

Party Food Quantity Worksheet

Page 1: define the party format before assigning quantities. Guest count alone is not enough.

ADULTS	CHILDREN	PARTY HOURS	MEAL OVERLAP
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PARTY FORMAT

- ☐ Short drinks + snacks
- ☐ 2-3 hour cocktail party
- ☐ Dinner overlap / substantial food
- ☐ Open house / drop-in
- ☐ Holiday meal

DEMAND MODIFIERS

- ☐ Adults and children separated
- ☐ Party length recorded
- ☐ Meal overlap recorded
- ☐ Appetizers may reduce dinner demand
- ☐ Leftovers goal applies only to selected favorites

CAPACITY MODIFIERS

- ☐ Serving vessels can hold planned batches
- ☐ Cold storage fits backup food
- ☐ Hot-food plan fits oven / burners
- ☐ Refill batches are smaller than full inventory when useful

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Page 2: record the planning reference you chose for each menu role, then calculate the total for this guest mix.

CONFIRMED GUESTS

EXPECTED DROP-INS

MEAL OVERLAP

LEFTOVERS GOAL

MENU ROLE / ITEM	REFERENCE / YIELD	GUEST BASIS	PLANNED TOTAL	SERVING VESSEL	REFILL BATCH
Arrival snack					
Fresh / crunchy					
Hot anchor					
Filling item					
Bread / starch					
Vegetable / salad					
Dessert					
Water					
Other drinks					
Ice					
Backup pantry item					

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Page 3: convert totals into shopping and refill decisions. Do not increase every dish just because you want some leftovers.

MAIN SHOP	LAST-DAY SHOP	FIRST FOOD OUT	REFILL OWNER
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ITEM	BUY / MAKE	FIRST WAVE	BACKUP	REFILL TRIGGER	LEFTOVER TARGET