

Cake Baker Checklist

Do you have that dream cake, or cup cakes pictured in your head? Use this checklist to keep track of the details for your baker.

MAKE SURE YOU...

- Attend cake tastings or ask for sample slices

FAVORITE FLAVOR 1: _____

FAVORITE FLAVOR 2: _____

- Read reviews
- Finalize your cake vendor decision
- Confirm reservation in writing (email or hardcopy)

CONTACT

PHONE

EMAIL

WEBSITE

NOTES

REVIEW YOUR CONTRACT

- Are all the names correct?
- Is contact information correct?
- Are date and times correct?
- Is venue location specified? (Provide address to caterer)

ADDRESS: _____

- Set up time specified? TIME: _____

- Is delivery time specified? (If relevant)

TIME: _____ DELIVERY PERSON: _____

- Are delivery, setup, and cleanup fees included?

FEES: _____

- Deposit specified? DEPOSIT: _____

- Balance due date specified?

BALANCE DUE: _____ DATE: _____

- Cancellation policy clear?

- Detailed description of cake ordered is clear?

- Is there a list of anything you are renting?

- Number of guests specified? # _____

- Is the name of baker making your cake specified?

BAKER: _____ PHONE: _____

- SIGN THE FINAL CONTRACT!

- EAT CAKE!


CAKE BAKER CHECKLIST CONTINUED

DECIDE ON THE DETAILS

- Cake Flavor: _____
- Fillings: _____
- Icing: _____
- Decorations: _____
- Number of Tiers: _____
- Cake Topper: _____
- Number of Guests: _____
- Special Requests: _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____



USE THIS AREA TO BRAINSTORM
IDEAS FOR YOUR DREAM CAKE!



NOTES
