

Before you revise the meal count.

The attending total stayed the same. Check the meal mix, too.

Fictional example · three attending in both versions

Meal	Earlier	Latest	Change
Chicken	1	1	0
Beef	1	0	-1
Vegetarian	1	2	+1

1. Keep the earlier sent version and latest source separate; identify the same event.
2. Match one stable ID per person. Keep names and sensitive details in the separate source list.
3. Use agreed, consistent meal labels. Check pending choices and each plus-one/child included.
4. Tally each attending meal choice in both versions, then subtract earlier from latest.
5. Review added, missing and changed records. A missing row may be an omission or filter, not a cancellation.
6. Separately reconcile allergies, dietary needs, vendor/staff/child meals and place-card instructions with the caterer.
7. Follow your actual deadline and obtain acknowledgement of the revised version.

This checklist and the optional Meal Revision Check tool aid manual review. They do not approve an order, confirm attendance or determine a safe meal. No allergy advice is provided.