

Banquet Decoration Planning Sheet

Event Details

Date

Time

Number of Guests

Event Name

Banquet Name

Venue

Venue Name/Address

Theme & Colors

Theme

e.g. Elegant, Rustic, Modern

Color Scheme

e.g. Gold, White, Green

Decor Elements

Item	Details / Notes	Quantity	Assigned To
Centerpieces	Type, flowers, candles, etc.		
Table Settings	Napkins, runners, etc.		
Stage / Backdrop	Drapes, flowers, lights		
Lighting	Uplighting, fairy lights		
Other	Signage, entryway, etc.		

Notes / Special Requests

Notes, special instructions, preferences, etc.

Budget

Decoration Budget

e.g. \$2000

Other Costs

e.g. Labor, rentals