

# Conference Luncheon Banquet Order

## Sample Form

### Conference Name

Enter conference name

### Banquet Date

### Location / Room

Room or Hall

### Contact Person

Full Name

Phone

Contact Number

Email

Email Address

### Number of Guests

### Time Served

### Setup Time

### Menu Selection

List main courses, sides, beverages, etc.

### Dietary Restrictions

Example: vegetarian, gluten-free

## TABLE SETUP & EXTRAS

### Table Arrangement / Style

e.g. Round, Buffet, etc.

### Audio/Visual Needs

e.g. Microphone, Projector

### Other Requests

## ORDER SUMMARY

Item / Service	Quantity	Unit Price	Total
Main Course			
Beverages			
Rental Equipment			
Other			
			<b>Grand Total</b>

Additional Notes

Authorized Signature

Name/Signature

Date