

# 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			
			Grand Total
Additional Notes			
Authorized Signature			
Name/Signature			
Date			