

Holiday Banquet Event Order

Event Name

Date

Time

Location

Client Name

Contact

Phone

Email

Event Details

Guest Count

Seating Style

Setup Time

Special Instructions

Menu

Course	Menu Item	Notes

Beverages

Beverage	Quantity	Notes

Setup & Equipment

Item	Quantity	Details

Staffing

Role	Count	Notes

Notes / Comments

Prepared By

Date

Approved By
