

# 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