

Banquet Event Order

Birthday Party Catering

Client Name

Event Date

Event Time

Number of Guests

Event Location

Contact Phone

Menu Selection

Course	Item Description	Special Notes
Starter		
Main Course		
Dessert		
Beverages		

Event Timeline / Schedule

Time	Activity / Notes

Special Instructions / Dietary Requirements

Setup & Decoration Notes

Prepared By

Date

Approved By (Client)

Date