

# 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