

Banquet Event Order

Event Name

Employee Appreciation Event

Date

Time

e.g., 6:00 PM - 9:00 PM

Venue/Room

Enter venue/room

Guest Count

Contact Person

Name & Phone

Agenda / Schedule

Time	Activity
e.g., 6:00 PM	e.g., Arrival & Reception

Menu & Beverages

Course / Item	Description	Quantity
e.g., Appetizer	e.g., Mixed Green Salad	e.g., 150

Setup & AV Requirements

e.g., Podium, Microphones, Projector, Table Arrangement

Special Instructions

e.g., Dietary restrictions, Parking information

Client Signature

Date

Banquet Manager