

# Banquet Event Order

## Graduation Party Catering

Client Name:

Event Date:

Start Time:      End Time:

Venue:

Guest Count:

Contact Phone:

Contact Email:

## Menu

Course	Menu Item	Notes / Dietary
Appetizer		
Main		
Dessert		
Beverages		

## Event Timeline

Time	Activity	Responsible

## Special Requests / Notes

## Pricing Summary

Food & Beverage Total

Service Charges

Taxes

**Total Estimate**

Client Signature / Date

Catering Manager Signature / Date