

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