Banquet Event Order

Holiday Party Dinner

Event Date: _____
Event Time: _____
Location: _____
Booking Reference: _____

Client Information

Organization/Client: _____
Contact Person: _____
Phone: _____
Email: _____

Event Details

Number of Guests: _____
Setup Time: _____
Event Start Time: _____
Event End Time: _____

Menu

Course	Details
Appetizer	_____
Salad	_____
Main Course	_____
Dessert	_____
Beverages	_____

Room Setup

Table Arrangement: _____
Audio/Visual Requirements: _____
Decor: _____

Special Requests & Notes

Prepared By: _____
Date: _____

Client Signature:

Date: _____