

Corporate Banquet Event Order

Event Name: _____
Company/Organization: _____
Event Date: _____

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

Contact Name: _____
Contact Phone: _____
Contact Email: _____

Event Details

Room(s) Reserved: _____

Setup Style: _____

AV Requirements: _____

Menu/Meal Service

Course	Menu Selection	Notes
Appetizer		
Main Course		
Dessert		
Beverages		

Special Instructions

Authorized Signature: _____
Date: _____