

Meeting & Banquet Event Order

Event Details

Event Name
Date
Time
Function Space
Guest Count

Contact Information

Contact Name
Organization
Phone
Email

Event Schedule

Time	Activity / Setup	Location

Food & Beverage

Meal Period	Menu	Time	Setup

Audio Visual

Special Requests / Notes

Financial Summary

Description	Amount
Room Rental	
Food & Beverage	
Other	
Total	

Client Signature

Date:

Hotel Representative

Date: