Seminar Banquet Order Document

Event Details

Event Name	*[Event Name]*
Date	*[Event Date]*
Time	*[Start Time] - [End Time]*
Location	*[Venue/Room]*
Estimated Attendance	*[Number]*

Contact Information

Organizer	*[Name]*
Phone	*[Phone Number]*
Email	*[Email Address]*

Banquet Menu

Course	Description	Quantity
[Appetizer]	*[Description]*	*[Qty]*
[Main Course]	*[Description]*	*[Qty]*
[Dessert]	*[Description]*	*[Qty]*
[Beverages]	*[Description]*	*[Qty]*

Seating Arrangements

[Details about table arrangements, seating chart, or special arrangements]

Special Requests

[Dietary restrictions, AV equipment, accessibility needs, etc.]

Approval & Signature

Prepared by	*[Name]*	**Date**	*[Date]*
Approved by	*[Name]*	**Date**	*[Date]*