

Banquet Staff Daily Work Report

Date

Event Name

Location

Staff Name

Position

Attendance

Staff Name	Time In	Time Out	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Summary of Tasks Completed

Incidents / Issues (if any)

Supervisor/Manager Remarks

Staff Signature

Supervisor Signature

Date