|  |  |  |
| --- | --- | --- |
| **Banquet Event Order** | |  |
| **[Your Company Name]** | **[Your Company Name]** |  |
| **[Your Company Address]** | **[Your Company Phone Number]** |  |
|  | **[Your Company Fax Number]** |  |

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| --- | --- |
| **Event Information** | **Client Information** |
| **Event Name:** | **Account Name:** |
| **Event Location:** | **Contact Name:** |
| **Event Date:** | **Contact Phone:** |
| **Delivery Time:** | **Contact Email:** |
| **Number of Guests:** |  |

**Food and Beverage Orders**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Unit Cost** | **Quantity** | **Total Cost** |
| Item Name | $0.00 | 0 | $0.00 |
| Item Name | $0.00 | 0 | $0.00 |
| Item Name | $0.00 | 0 | $0.00 |
| Item Name | $0.00 | 0 | $0.00 |
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|  |  |  |  |
|  |  | **SUBTOTAL** | $0.00 |
|  |  | **DISCOUNT** | $0.00 |
|  |  | **[TAX RATE]** | 0% |
|  |  | **TAX** | $0.00 |
|  |  | **GRAND TOTAL**  **$0.00** | |

**Event Catering Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Session Type** | **Room** | **Items** | **Quantity** |
| [Enter desired delivery time] | [Enter session type (Meeting, breakout session, keynote, etc)] | [Enter name and location of room] | [Enter food and beverage options required] | [Enter required quantities of food and beverage items] |
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| --- | --- |
| **Dietary Restriction Notes** | [Enter any dietary restrictions or special requests here] |

|  |  |
| --- | --- |
| **Seating and Accessibility Notes** | [Enter any important details about the seating plan and accessibility needs here] |

|  |  |
| --- | --- |
| **Staffing and Equipment Notes** | [Enter any important details about AV equipment, number of servers needed, specific chef required, etc] |

|  |  |
| --- | --- |
| **Terms and Conditions** | [Include any terms and conditions related to payment policies, cancellations, etc] |