

# Art Exhibition Banquet Event Order

## EVENT DETAILS

Event Name

Date

Time

Venue

Estimated Guests

## CONTACT INFORMATION

Organizer Name

Phone

Email

## BANQUET REQUIREMENTS

Item/Service	Details	Quantity	Notes

## MENU SELECTIONS

Course	Menu Item	Quantity	Notes

## SETUP & SPECIAL REQUESTS

## APPROVAL & SIGN-OFF

Organizer Signature

Date

Banquet Manager

