

# Charity Fundraiser Banquet Event Order

## Event Details

Event Name

Event Date

Event Time

Organization Name

Event Location

## Contact Information

Contact Person

Phone

Email

## Guest & Table Information

Number of Guests

Number of Tables

Seating Style

## Banquet Schedule

Time	Activity

## Menu Selection

Course	Menu Item	Notes

## Beverages

Type	Details

## Special Requirements

**Audio / Visual Needs**

**Additional Notes**