Banquet Event Order

Event Name:

_____

Date:

_____

Time:

_____

Location:

_____

Government
Department/Agency:

_____

Event Contact Name:

_____

Contact Phone:

_____

Contact Email:

_____

Attendance

Expected Number of Guests:

_____

VIPs/Dignitaries:

_____

Event Schedule

Time	Activity/Agenda

Menu Selection

Meal Course	Description	Dietary Notes

Audio/Visual & Equipment Needs

Equipment Required:

_____

Special Requests / Notes