High School Prom Banquet Event Order Template

Event Name: _____

Date: _____

Time: _____

Venue: _____

Contact Person: _____

Phone/Email: _____

Estimated Attendance: _____

Event Timeline

Time	Activity/Description	Notes

Menu

Course	Details	Special Requests

Audio/Visual & Decor

A/V Requirements: _____

Decor Theme/Color: _____

Florals/Centerpieces: _____

Other Notes