

Non-Profit Gala Dinner Banquet Event Order Template

Event Information

Event Name

Date

Time

Location

Organization

Contact Name

Contact Email

Contact Phone

Schedule of Events

Time	Activity	Notes

Guest Information

Expected Number of Attendees

VIP Guests

Special Guest Needs

Banquet Menu

Course	Menu Item	Notes

Beverage Service

Beverage	Type	Details

Room Setup & DÃ©cor

Dining Style

Table Layout

DÃ©cor Theme

Other Notes

Audio/Visual Requirements

Equipment	Details

Additional Notes