

# Pharmaceutical Product Launch Banquet Event Order

## Event Information

Event Name:

Date:

Time:

Venue:

Expected Attendance:

Organizer Contact:

Product Being Launched:

## Banquet Details

Room Setup:

Audio/Visual Requirements:

Special Decor Instructions:

Signage Needed:

## Menu Selection

Course	Selection	Comments
Welcome Drink		
Appetizer		
Main Course		
Dessert		
Beverages		
Dietary Requirements		

## Agenda / Timeline

Time	Activity


## Special Notes / Instructions

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## Approval

Prepared By:

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Signature:

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Date:

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Approved By:

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Signature:

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Date:

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