

Religious Retreat Banquet Event Order

Event Details

Event Name

Date

Time

Location

Organizer

Contact Information

Banquet Requirements

Number of Guests

Seating Arrangement

Table Setup

Menu

Course	Details
Appetizer	
Main Course	
Dessert	
Beverages	
Special Diet Requests	

Program Schedule

Time	Activity	Facilitator/Speaker

Setup & Technical Needs

Audio/Visual Requirements

Decorations

Other Requirements

Notes & Remarks