## **University Alumni Reunion Banquet Event Order**

## **Event Details**

Event Name
University
Event Date
Time
Location
Location
Contact Information
Contact information
Contact Name
Phone
Euroli
Email
Guests & Seating
Number of Guests
Table Setup
Special Seating Arrangements

## **Menu Selection**

**Appetizers** 

Dessert  Beverages  Dietary Restrictions/Allergies  Program Schedule  Time Activity Notes  Audio/Visual & Equipment Needs  Requirements  Decor & Special Requests  Decorations				
Beverages  Dietary Restrictions/Allergies  Program Schedule Time Activity Notes  Audio/Visual & Equipment Needs Requirements  Decor & Special Requests Decorations  Special Requests	Main Course			
Beverages  Dietary Restrictions/Allergies  Program Schedule Time Activity Notes  Audio/Visual & Equipment Needs Requirements  Decor & Special Requests Decorations  Special Requests				
Program Schedule Time Activity Notes  Audio/Visual & Equipment Needs Requirements  Decor & Special Requests Decorations  Special Requests	Dessert			
Program Schedule Time Activity Notes  Audio/Visual & Equipment Needs Requirements  Decor & Special Requests Decorations  Special Requests				
Program Schedule Time Activity Notes  Audio/Visual & Equipment Needs Requirements  Decor & Special Requests Decorations  Special Requests	Reverages			
Program Schedule  Time Activity Notes  Audio/Visual & Equipment Needs Requirements  Decor & Special Requests Decorations  Special Requests	Deverages			
Program Schedule  Time Activity Notes  Audio/Visual & Equipment Needs Requirements  Decor & Special Requests Decorations  Special Requests				
Audio/Visual & Equipment Needs Requirements  Decor & Special Requests Decorations  Special Requests	Dietary Restrictions/	'Allergies		
Audio/Visual & Equipment Needs Requirements  Decor & Special Requests Decorations  Special Requests				
Audio/Visual & Equipment Needs Requirements  Decor & Special Requests Decorations  Special Requests	_			
Audio/Visual & Equipment Needs Requirements  Decor & Special Requests Decorations  Special Requests	Program So	chedule		
Decor & Special Requests  Decorations  Special Requests	Time	Activity	Notes	
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Decorations  Special Requests	Requirements			
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	Decorations			
Additional Notes	Special Requests			
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