

University Alumni Reunion Banquet Event Order

Event Details

Event Name

University

Event Date

Time

Location

Contact Information

Contact Name

Phone

Email

Guests & Seating

Number of Guests

Table Setup

Special Seating Arrangements

Menu Selection

Appetizers

Main Course

Dessert

Beverages

Dietary Restrictions/Allergies

Program Schedule

Time	Activity	Notes

Audio/Visual & Equipment Needs

Requirements

Decor & Special Requests

Decorations

Special Requests

Additional Notes