

Hotel Banquet Event Order

Event Name:

Booking Date:

Client Name:

Contact Number:

Event Date:

Event Time:

Location / Room:

Expected Guests:

Event Details

Setup Style:

Special Instructions:

Audio/Visual:

DÃ©cor/Theme:

Menu

| Item | Description | Quantity | Notes |
|------|-------------|----------|-------|
| | | | |
| | | | |

Schedule

| Time | Activity | Details |
|------|----------|---------|
| | | |
| | | |

Other Notes

Approval

Client Signature:

Date:

Hotel Representative:

Date: