

# Outdoor Banquet Event Order

## EVENT INFORMATION

Event Name

---

Client Name

---

Date

---

Time

---

Location

---

Number of Guests

---

## CONTACT INFORMATION

Contact Person

---

Phone

---

Email

---

## SETUP DETAILS

Room/Site Setup

---

Table Arrangement

---

DÃ©cor Requests

---

Audio/Visual Needs

---

## MENU

COURSE	ITEMS	NOTES

## BEVERAGES

---

SPECIAL REQUESTS

---

NOTES

---