Example Catering Co.

BANQUET EVENT ORDER

Kitchen and crew copy. No prices.

EVENT

EVENT NAME	Lakeside Foundation Awards Dinner
EVENT DATE	Saturday, March 14
CLIENT	Lakeside Foundation
BEO VERSION / PRINTED	Version 3, printed Thu, March 12
ON-SITE CONTACT	Dana Whitfield, event chair
CONTACT MOBILE	On file
VENUE AND ADDRESS	The Boathouse
ROOM OR AREA	Main hall

GUEST COUNT

FINAL GUEST COUNT	ADULTS	CHILDREN	VENDOR MEALS	CONFIRMED ON / BY
120	114	6	4 (not in the 120)	Wed, March 11 / Dana Whitfield

TIMELINE

TIME	WHAT HAPPENS
2:00 PM	Staff arrive
2:30 PM	Rentals delivered to the main hall
4:30 PM	Kitchen setup complete
5:00 PM	Room setup complete
5:30 PM	Guests arrive, passed appetizers
6:15 PM	Plated entrées ready
6:30 PM	Dinner service starts
7:45 PM	Dessert and coffee
9:00 PM	Breakdown begins
10:00 PM	Rentals picked up
10:30 PM	Out of the venue

MENU

SERVICE STYLE: Plated

COURSE	DISH	QTY
Appetizers	Passed appetizers, 3 kinds	360 pcs
Entrée	Herb roasted chicken	58
Entrée	Braised short rib	41
Entrée	Mushroom risotto (vegetarian)	12
Entrée	Herb roasted chicken, gluten-free	3
Children	Children's pasta	6
Vendor	Vendor meals (chicken)	4
Dessert	Lemon tart	117
Dessert	Fruit plate (gluten-free guests)	3

DIETARY AND ALLERGY NOTES

GUEST, TABLE, SEAT	RESTRICTION OR ALLERGY	WHAT THEY EAT	HOW SERVERS FIND THE PLATE
Table 4, seat 2	Gluten-free	GF chicken, fruit plate	Blue pick
Table 9, seats 5 and 6	Gluten-free	GF chicken, fruit plate	Blue pick
Table 11, seat 1	Tree nut allergy	Risotto, no garnish	Captain delivers
12 vegetarian guests	Vegetarian	Mushroom risotto	Green dot on seating chart

RENTALS AND EQUIPMENT

ITEM	QTY	PROVIDED BY
Round tables / chairs	12 / 120	Venue
Linens and napkins		Rental co., 2:30 PM
Hot boxes / speed racks	4 / 2	Caterer
Serving utensils		Caterer
Extension cords, power strip	2 / 1	Caterer
Ice	80 lb	Caterer

STAFF

ROLE	#	ARRIVES	ATTIRE
Event captain	1	2:00 PM	
Cooks	2	2:00 PM	
Servers	8	3:30 PM	Black and white
Bartenders	2	4:00 PM	

NOTES FOR THE CREW

LOADING DOCK AND PARKING	North side dock. Park behind the building after unloading.
KITCHEN, WATER AND POWER	One oven in the venue kitchen. Hot boxes hold the entrées.
VENUE RULES	No open flame in the main hall.
ANYTHING ELSE	

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