Your business name or logo

BANQUET EVENT ORDER

Kitchen and crew copy. No prices.

EVENT

EVENT NAME

EVENT DATE

CLIENT

BEO VERSION / PRINTED

ON-SITE CONTACT

CONTACT MOBILE

VENUE AND ADDRESS

ROOM OR AREA

GUEST COUNT

FINAL GUEST COUNT	ADULTS	CHILDREN	VENDOR MEALS	CONFIRMED ON / BY

TIMELINE

TIME	WHAT HAPPENS

MENU

SERVICE STYLE: ☐ Plated ☐ Buffet ☐ Stations ☐ Passed

COURSE	DISH	QTY

DIETARY AND ALLERGY NOTES

GUEST, TABLE, SEAT	RESTRICTION OR ALLERGY	WHAT THEY EAT	HOW SERVERS FIND THE PLATE

RENTALS AND EQUIPMENT

ITEM	QTY	PROVIDED BY

STAFF

ROLE	#	ARRIVES	ATTIRE

NOTES FOR THE CREW

LOADING DOCK AND PARKING

KITCHEN, WATER AND POWER

VENUE RULES

ANYTHING ELSE

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