

Corporate Event Catering Order Sheet

Event Details

Event Name

Enter event name

Date

Time

Location

Enter event address/location

Type of Event

e.g. Conference, Seminar, Meeting

Number of Guests

Food & Beverage Order

Menu Item	Quantity	Dietary Needs	Special Instructions
Item name		Vegan, GF, etc.	Instructions

Setup & Service

Setup Time

Service Type

Select

Additional Notes

Equipment, decor, logistics, etc.

Contact Information

Contact Name

Email

Phone
