

Event Catering Order Template

Event Name

e.g., Annual Company Gala

Event Date

Event Time

Client Name

Contact Number

Email

Event Location / Address

Number of Guests

Menu Details / Dietary Requirements

List menu selections; include details such as vegetarian, vegan, gluten-free, allergies, etc.

Food & Beverage Order

Item/Service	Description	Quantity	Unit	Notes
<div></div>	<div></div>	<div></div>	<div>Selec<div></div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div>Selec<div></div></div>	<div></div>

Item/Service	Description	Quantity	Unit	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Selec<div></div></div>	<input type="text"/>

Additional Services / Special Instructions

E.g., tableware, linens, staff, set-up/clean-up, time restrictions, etc.

Internal Notes / Comments