

# 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	Selec <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Selec <input type="button" value="▼"/>	<input type="text"/>

Item/Service	Description	Quantity	Unit	Notes
			Selec ▼	

**Additional Services / Special Instructions**

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

**Internal Notes / Comments**