

# Formal Event Catering Order

## Event Details

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Venue Name: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Planner/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Guests & Service

Expected Number of Guests: \_\_\_\_\_

Service Style: \_\_\_\_\_ (Buffet / Plated / Family / Cocktail)

Event Duration: \_\_\_\_\_

## Menu Selection

Course/Category	Menu Item(s)	Quantity	Notes
Appetizer			
Main Course			
Dessert			
Beverages			
Other			

## Special Requests / Dietary Requirements

\_\_\_\_\_

\_\_\_\_\_

## Additional Services

Service	Requested?	Notes
Tableware / Linen		
Waitstaff		

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Bartender

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Decor / Floral

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Other

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## Event Timeline / Notes

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Planner Signature

Date

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Caterer Signature

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Date