

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		

Bartender

Decor / Floral

Other

Event Timeline / Notes

Planner Signature

Date

Caterer Signature

Date
