Group Catering Order Planning Template

Event Details

Event Name

Date

Time

Location

Contact Person

Phone/Email

Group & Dietary Information

Number of Guests

Dietary Restrictions / Allergies

Menu Planning

Course	Dish/Item	Quantity	Notes
Appetizer			
Main			
Side			
Dessert			
Beverages			

Add or remove rows as needed for your menu.

Logistics & Notes

Preferred Delivery / Setup Time

Special Requests / Additional Notes