

EVENT NAME:

DATE:

Event order worksheet

Registration table:

Gift table:

Cake table:

A.V.:

Bar options

Bar: Hosted _____ *Cash* _____ *Package* _____ *Call* __ *Premium* __ *B&W only* __

Bar opens at _____ *Bar closes at* _____

Bar Reverts to cash basis at _____

Hors d'oeuvres selection

Start time for Hors d'oeuvre service: _____

Selection of hors d'oeuvre platters:

_____	X	_____	X
_____	X	_____	X
_____	X	_____	X
_____	X	_____	X

Meal selection

Plated _____
Selection of 1st course

or

Buffet _____
Selection of 1st course

_____ X
_____ X

_____ X

Selection of Entrees

_____ X
_____ X
_____ X
_____ X

Special requests

Kids Meals X _____
Youth Meals X _____
Vegetarian meals X _____

Selection of Vegetable

Gluten free Meals X _____

Other diet restricted meals X _____

Details _____

Selection of Starch

Dessert Selection

Selection

Addtnl. requests

Coffee service

Coffee service _____

Coffee Station _____