BANQUET EVENT ORDER

Function sheet for all departments

As of: 4 Nov 2026, 4:40 pm
Version: 3
Replaces all earlier versions

1 EVENT

Event	Autumn sales meeting	**Type**	Meeting, one day
Date, weekday	Thursday, 12 Nov 2026	**Time from to**	9:00 am to 5:00 pm
Room	Lakeview Room (1st floor)	**Guests**	24 (expected 22 to 26)
Guaranteed by	9 Nov 2026, 12 noon	**Status**	Confirmed

2 CONTACTS

Organiser, company	Sample Company Ltd, Sales	**Booked by**	Ms Krüger, assistant to the sales director
On-site contact	Mr Brandt, sales director	**Mobile on the day**	0170 0000000
Hotel contact	Lena Hoffmann, Banquets	**Extension**	-214

3 SCHEDULE

Time	What	Where	Responsible
8:30	Arrival, welcome coffee	1st floor foyer	Service
9:00	Meeting starts	Lakeview Room	Banquets
10:30	Coffee break with fruit and pastries	1st floor foyer	Service
12:30	Lunch, table for 24 reserved	Restaurant	Kitchen, service
1:30	Meeting continues	Lakeview Room	
3:00	Coffee break with cake	1st floor foyer	Service
4:30	Farewell with flowers	Lakeview Room	Service
5:00	End, then breakdown	Lakeview Room	AV, service

4 ROOM AND SEATING

Seating	U-shape, 24 seats, facing the screen	**Tables, linen**	Meeting tables 1.40 m, no linen
Set-up ready by	Wednesday 6:00 pm	**Breakdown from**	Thursday 5:30 pm
Decoration, signage	Signs from the lobby: “Sample Company, Lakeview Room”. Client brings name badges.		

5 AV AND EQUIPMENT

☒ Projector	☒ Screen or display	☐ Wireless microphone	☐ Lectern
☒ Flipchart	☒ Pinboard	☒ Facilitation kit	☐ Sound system
☒ Guest Wi-Fi	☐ Extension lead	☒ HDMI, USB-C adapters	☐ Technician on site

Other, times	AV check with Mr Brandt at 8:30 am. Client brings own laptop (USB-C).

6 FOOD

Time	Occasion	Food	Note for kitchen and service
10:30	Coffee break	Fruit skewers, butter croissants, yoghurt with granola	Granola without nuts
12:30	Lunch	Pumpkin soup, pike-perch fillet with creamed savoy cabbage, apple strudel	4 vegetarian: pumpkin risotto. 1 vegan: risotto without butter and cheese
3:00	Coffee break	Sheet cake, nut bars, fruit	Place nut bars separately and label them

Vegetarian	4	**Vegan**	1

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Allergies, intolerances (with number and name)	1 × nuts (Mr Aydin), 1 × gluten-free (Ms Sommer). Plate both separately and announce them.

7 BEVERAGES

Reception	Coffee, tea, water from 8:30 am	**In the room**	Water, apple juice, soft drinks, refill at every break
With meals	Water and soft drinks, no alcohol	**Billing**	In the room flat rate, with meals on consumption
Limit, approved by	No limit. Alcohol only if approved by Mr Brandt.		

8 FRONT DESK AND HOUSEKEEPING

Room block	6 singles, 11 to 12 Nov, released rooms returned 28 Oct	**Arrival, departure**	Arrival 11 Nov from 3:00 pm, departure 12 Nov after the meeting
Parking	10 spaces reserved in the garage	**Cloakroom**	Coat rack in the 1st floor foyer
Notes	Air the room after lunch, replace glasses. Late check-out for 6 rooms until 5:30 pm.		

9 BILLING

Billing address	Sample Company Ltd, 1 Sample Street, 00000 Sample Town	**Payment method**	Invoice, 14 days
Paid by the organiser	Day delegate rate, rooms, beverages with meals	**Paid by guests**	Minibar, bar the evening before
Deposit	none	**Cost centre, PO number**	Cost centre 4410

10 SPECIAL NOTES

VIPs, occasion, surprises, quiet times	Mr Brandt says goodbye to a colleague at 4:30 pm. Flowers are at the front desk from 4:00 pm, service brings them in on his signal.

11 CHANGES SINCE THE LAST VERSION

Date	What changed (old → new)	Changed by	Affects
4 Nov	Guests 20 → 24, seating classroom → U-shape	L. Hoffmann	Service, kitchen, AV
2 Nov	Lunch 12:00 → 12:30	L. Hoffmann	Kitchen, service
29 Oct	1 × gluten-free added (Ms Sommer)	L. Hoffmann	Kitchen

12 DISTRIBUTION AND APPROVAL

☒ Kitchen	☒ Service	☒ Banquets	☒ Front desk
☒ Housekeeping	☒ AV	☐ Management	☐ Accounting

Prepared by	Lena Hoffmann	**Approved by, on**	M. Weber, 4 Nov 2026

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