BANQUET EVENT ORDER

Function sheet for all departments

As of: _____
Version: _____
Replaces all earlier versions

1 EVENT

Event		**Type**	
Date, weekday		**Time from to**	
Room		**Guests**	
Guaranteed by		**Status**	

2 CONTACTS

Organiser, company		**Booked by**	
On-site contact		**Mobile on the day**	
Hotel contact		**Extension**	

3 SCHEDULE

Time	What	Where	Responsible

4 ROOM AND SEATING

Seating		**Tables, linen**	
Set-up ready by		**Breakdown from**	
Decoration, signage			

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	

6 FOOD

Time	Occasion	Food	Note for kitchen and service

Template by avvicenda.eu · free to use and adapt

Time	Occasion	Food	Note for kitchen and service

Vegetarian		Vegan	
Allergies, intolerances (with number and name)			

7 BEVERAGES

Reception		In the room	
With meals		Billing	
Limit, approved by			

8 FRONT DESK AND HOUSEKEEPING

Room block		Arrival, departure	
Parking		Cloakroom	
Notes			

9 BILLING

Billing address		Payment method	
Paid by the organiser		Paid by guests	
Deposit		Cost centre, PO number	

10 SPECIAL NOTES

VIPs, occasion, surprises, quiet times	

11 CHANGES SINCE THE LAST VERSION

Date	What changed (old → new)	Changed by	Affects

12 DISTRIBUTION AND APPROVAL

☐ Kitchen ☐ Service ☐ Banquets ☐ Front desk

☐ Housekeeping ☐ AV ☐ Management ☐ Accounting

Prepared by		Approved by, on	