

## 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 Passed Hors d'oeuvre butler style: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Selection of hors d'oeuvre platters:

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

**Meal selection**

Plated \_\_\_\_\_

or Buffet \_\_\_\_\_

*Selection of 1<sup>st</sup> course*

\_\_\_\_\_ X  
\_\_\_\_\_ X

*Selection of Entrees*

\_\_\_\_\_ X  
\_\_\_\_\_ X  
\_\_\_\_\_ X  
\_\_\_\_\_ X

*Special requests*

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* \_\_\_\_\_