

# Event Order Form

Use this **event order form** sample to efficiently organize and track your event details. It includes itemized pricing for each service, ensuring transparent and accurate billing. Simplify your event planning process with clear, detailed order documentation.

## Event Details

|                |                     |
|----------------|---------------------|
| Event Name     | Annual Gala Night   |
| Event Date     | August 24, 2024     |
| Client Name    | Smithson Foundation |
| Contact Person | Jane Doe            |
| Venue          | City Grand Ballroom |

## Itemized Pricing

| Item/Service           | Description                            | Quantity | Unit Price | Total                             |
|------------------------|--|----------|------------|-----------------------------------|
| Venue Rental           | 8 hours, includes setup and teardown   | 1        | \$2,000.00 | \$2,000.00                        |
| Catering               | Buffet dinner for guests               | 100      | \$45.00    | \$4,500.00                        |
| Audio/Visual Equipment | Microphones, speakers, projector       | 1        | \$600.00   | \$600.00                          |
| Event Staffing         | Hosts, wait staff, security            | 8        | \$120.00   | \$960.00                          |
| Decorations            | Table centerpieces, balloons, lighting | 1        | \$400.00   | \$400.00                          |
|                        |  |          |            | <b>Subtotal</b> <b>\$8,460.00</b> |
|                        |  |          |            | <b>Tax (8.5%)</b> <b>\$719.10</b> |
|                        |  |          |            | <b>Total</b> <b>\$9,179.10</b>    |

## Special Instructions

Please confirm final guest count one week prior to event date. Dietary restrictions must be submitted at least 5 days in advance. Deposit of 30% required to secure booking.

## Authorization

|                      |  |
|----------------------|--|
| Authorized Signature |  |
| Date                 |  |