

# 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
			Subtotal	\$8,460.00
			Tax (8.5%)	\$719.10
			Total	\$9,179.10

## 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	