Client Banquet Event Order

The Bennett Wedding

2027-06-12 / The Willow House / Garden Ballroom
Coordinator: Isabel Rivera

GUEST COUNTS

Guaranteed guests: 146 | Minimum guests: 130

RUN OF SHOW

16:30 | Vendor load-in and final room check
17:30 | Cocktail reception on the terrace
18:30 | Guests seated and welcome toast
19:15 | Three-course dinner service
20:30 | Cake cutting and first dance

MENU AND BEVERAGES

Starter | Heirloom Tomato Burrata
140 × $16.00 | $2,240.00
Allergy / dietary tags: Milk, vegetarian

Main | Herb-Roasted Short Rib
121 × $54.00 | $6,534.00
Allergy / dietary tags: Celery

Main | Wild Mushroom Risotto
25 × $42.00 | $1,050.00
Allergy / dietary tags: Vegetarian, milk

Dessert | Vanilla Bean Wedding Cake
140 × $12.00 | $1,680.00
Allergy / dietary tags: Wheat, egg, milk

Beverage | House Wine & Beer Package
140 × $34.00 | $4,760.00
Allergy / dietary tags: Alcohol, sulfites

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ROOM SETUP AND AV

Setup: Fourteen rounds of ten. Maintain a clear aisle from the terrace doors to the head table.
AV: Two wireless handheld microphones at the lectern. Confirm DJ line check at 16:45.

ESTIMATED CHARGES · USD

Menu subtotal: $16,264.00
Minimum spend: $12,000.00
Service (20%): $3,252.80
Tax (8.25%): $1,610.14
Estimated total: $21,126.94
Deposit received: $3,000.00
Balance due: $18,126.94

CLIENT APPROVAL

Signature: _____ Date: _____
Printed name: _____