Arrowhead High School

SPECIAL EVENT WORKSHEET

Date of Event

Building of Event

Room of Event

Time of Event

Individual Booking event

Date Event Booked

# of guests Atteending

Contact Number

Time of Event Setup

Price per Person

Account #

MENU	QTY	UNIT	Price

Setup Notes/Instructions

Production	QTY Prepared	UNIT	QTY Used

Production Comments/Notes