

Menu Planning Sheet

—Use this sheet as a guide during the planning process.

A	Event Information			
	Event Name: _____		Event Date: _____	
Event Location: _____		Expected Attendance: _____		
B	Food Items			
	Item	Qty	Price Per Item	Total Price
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total Cost: \$			_____	
C	Beverage			
	Item	Qty	Price Per Item	Total Price
			\$	\$
			\$	\$
Total Cost: \$			_____	
D	Cost			
	Final Cost: \$			_____