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| **Banquet Event Staffing Guide** |
| **Unit Name:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_** |
|
| **Sl No.** | **Event Name** | **Event Status** | **Hall / Venue Name** | **Number of Guests Anticipated** | **Number of Employees Needed** |
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| **Total** |   |   |
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