

Banquet Event Order

The coordination sheet for venue, kitchen, and planner. One BEO per event per day.

EVENT INFORMATION

BEO #

EVENT NAME

EVENT DATE

VENUE / ROOM

START / END TIME

GUESTS EXPECTED

GUESTS GUARANTEED

GUARANTEE DUE BY

CLIENT CONTACT (NAME, PHONE)

PLANNER / COORDINATOR

EVENT TIMELINE

TIME

ACTIVITY

ROOM SETUP

LAYOUT STYLE

LINENS / COLORS

FOOD AND BEVERAGE

SERVICE STYLE

BAR

MENU

Banquet Event Order, continued

STAFFING

AUDIO VISUAL AND EQUIPMENT

SPECIAL INSTRUCTIONS

BILLING

BILLING CONTACT

PAYMENT TERMS

DEPOSIT PAID (USD)

ESTIMATED TOTAL (USD)

BEO PREPARED ON

APPROVALS

This BEO becomes final when signed by both parties. Changes after signing require a revised BEO.

CLIENT / PLANNER SIGNATURE

DATE

VENUE / CATERING SIGNATURE

DATE