All Aspects and Parts of a Banquet Event Order “BEO”

Hotel Information

* Hotel Name, Address, Phone

BEO Number

Account Name:

Post As:

Method of Payment

Event Date

Contact Person

Contact Phone

Contact Email

On-Site Contact

Sales Manager

Catering Manager

Date of Event

Time(s) of Event

Setup of Room

Set for (how many people)

Guaranteed Number of People at Event

Room

Food

* Type of Breakfast/Lunch/Dinner
* Amount of People
* Time

Beverage

* Soda
* Juices
* Open bar
* Cash bar

Room Requirements

Audio Visual Equipment

Miscellaneous

Estimated Charges

Food

Bev

Audio/Visual

Room

Staff

Miscellaneous

Total