

BANQUET EVENT ORDER

Official Event Documentation

[HOTEL NAME]
[Hotel Address]
[City, State ZIP]

[Phone Number]
[Email Address]

BEO NUMBER	PREPARED DATE	REVISION

1. EVENT INFORMATION

EVENT NAME	
EVENT TYPE	EVENT DATE
START TIME	END TIME
EXPECTED ATTENDANCE	GUARANTEED ATTENDANCE

2. CLIENT INFORMATION

ORGANIZATION / COMPANY	
PRIMARY CONTACT NAME	TITLE

EMAIL ADDRESS

PHONE NUMBER

3. VENUE & ROOM SETUP

MEETING SPACE / ROOM NAME

ROOM SETUP STYLE

SETUP DETAILS

(Describe table arrangement, chair count, stage requirements, dance floor, etc.)

4. FOOD & BEVERAGE

MENU ITEM / DESCRIPTION	QUANTITY	PRICE	TOTAL
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F&B SUBTOTAL

DIETARY RESTRICTIONS & SPECIAL REQUESTS

5. AUDIO VISUAL & EQUIPMENT

EQUIPMENT / SERVICE	QUANTITY	PRICE	TOTAL
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AV SUBTOTAL

6. EVENT TIMELINE

7. FINANCIAL SUMMARY

Food & Beverage Subtotal

Audio Visual Equipment

Room Rental

SUBTOTAL

Service Charge (____%)

Gratuity (____%)

SUBTOTAL BEFORE TAX

Sales Tax (____%)

GRAND TOTAL

8. SPECIAL NOTES & INSTRUCTIONS

ADDITIONAL DETAILS

9. DISTRIBUTION LIST

- ☐ BANQUET MANAGER
- ☐ CATERING MANAGER
- ☐ KITCHEN / CHEF
- ☐ AV / ENGINEERING
- ☐ HOUSEKEEPING
- ☐ FRONT DESK
- ☐ SECURITY
- ☐ ACCOUNTING
- ☐ SALES MANAGER
- ☐ CLIENT

10. APPROVALS & SIGNATURES

HOTEL REPRESENTATIVE

PRINTED NAME

TITLE

SIGNATURE

DATE

CLIENT APPROVAL

PRINTED NAME

TITLE

SIGNATURE

DATE

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