BANQUET EVENT ORDER

BEO no. and revision

Event	Date	Function room	Post as
Client	On-site contact	Catering manager	Billing
Expected	Guarantee due	Guarantee	Set for

Timeline

Time	Function	Room	Setup

Food and beverage (charged on the guarantee or the actual count, whichever is higher)

Item	Qty	Price	Amount
		Food and beverage	

Dietary counts (included in the guarantee)

Requirement	Guests	Kitchen plan
Special meals		

Audio-visual and equipment

Item	Qty	Price	Amount
		Audio-visual and equipment	

Billing

Food and beverage	
Service charge __%	
Audio-visual and equipment	
Room rental	

Taxable total	
Sales tax at __%	
Estimated total	
Deposits received	
Balance due	

Counts

Guarantee	
Overset (%)	
Places to set	

Notes for each department

Client approval (name, date)	Catering manager	Banquet captain