

# Banquet Event Order (BEO)

One BEO per event. Fill blanks before service. When the menu changes, bump the menu version and re-issue the BEO so kitchen and floor work from the same packet.

## 1. EVENT HEADER

| Field                     | Value                                                                                 |
|---------------------------|---------------------------------------------------------------------------------------|
| Venue / restaurant        |                                                                                       |
| Event name                |                                                                                       |
| Event date                |                                                                                       |
| Start time / end time     |                                                                                       |
| Room / space              |                                                                                       |
| Event type                | wedding dinner, corporate, banquet...                                                 |
| BEO revision              | <input type="checkbox"/> Draft <input type="checkbox"/> Final Rev. # _____ Date _____ |
| Prepared by / approved by |                                                                                       |

## 2. CONTACTS

| Role                    | Name | Phone | Email |
|-------------------------|------|-------|-------|
| Client / booker         |      |       |       |
| On-site client contact  |      |       |       |
| Venue event manager     |      |       |       |
| Kitchen lead            |      |       |       |
| Floor / banquet captain |      |       |       |

## 3. GUEST COUNTS

| Count                 | Number | Notes                               |
|-----------------------|--------|-------------------------------------|
| Expected              |        |                                     |
| Finalized (guarantee) |        | Due date for final count: _____     |
| Prep / produce for    |        | % of finalized (venue rule): _____% |
| Vegetarian / vegan    |        |                                     |
| Other dietary         |        |                                     |

## 4. TIMING (RUN OF SHOW – SUMMARY)

| Time | What happens            | Owner (kitchen / floor / AV) |
|------|-------------------------|------------------------------|
|      | Guest arrival / doors   |                              |
|      | Welcome drink / canapés |                              |
|      | Seated / first course   |                              |
|      | Main                    |                              |
|      | Dessert / cake          |                              |
|      | Speeches                |                              |
|      | Clear / end of service  |                              |

Attach a full run sheet if timing is detailed.

## 5. MENU

Menu version: \_\_\_\_\_ · Published / last updated: \_\_\_\_\_ (date + time)

| Course / section | Dish / item | Qty | Allergens / notes |
|------------------|-------------|-----|-------------------|
|                  |             |     |                   |
|                  |             |     |                   |
|                  |             |     |                   |
|                  |             |     |                   |

Beverages / bar notes: \_\_\_\_\_

Kitchen: if this print does not match the latest menu version, stop and check with the event manager before prep.

6. ROOM AND SETUP

| Item                                     | Detail |
|------------------------------------------|--------|
| Layout (rounds, long tables, U-shape...) |        |
| Covers / place settings                  |        |
| AV / mic / screen                        |        |
| Decor / florals (venue vs client)        |        |
| Coat check / cloakroom                   |        |
| Special access / deliveries              |        |

7. SPECIAL REQUESTS AND RESTRICTIONS

8. INTERNAL NOTES (NOT FOR THE GUEST)

9. SIGN-OFF

| Role                     | Name | Signature | Date / time |
|--------------------------|------|-----------|-------------|
| Event manager            |      |           |             |
| Kitchen lead (received)  |      |           |             |
| Floor captain (received) |      |           |             |

HOW TO USE THIS TEMPLATE

1. Fill guest counts and timing first.
2. Lock the menu, write the menu version and date, then print for the kitchen.
3. When anything changes, create a new BEO revision and mark old prints obsolete.