

How to use this template

Replace the fields in [square brackets], adapt or delete the sample rows, remove blocks you do not need – and delete this grey box before you share it. One BEO per event: kitchen, service, bar, AV and the client all work from the same version. Every change gets a new version number.

Banquet Event Order (BEO)

Function sheet – every detail of one event on one document

Event	[Annual dinner, Sample Corp]	Event type	[Corporate dinner]
Date	[Fri, Nov 20, 2026]	BEO no. / version	[BEO-2026-114 · V2]
Client / company	[Sample Corp]	Client contact	[Name, mobile]
Venue / room	[Hotel, Grand Ballroom]	Event manager	[Name, mobile]
Guaranteed guests	[120]	Expected guests	[125]
Setup / seating	[Banquet rounds, 12 × 10]	Times	[Access 4:00 pm · Start 6:30 pm · End 1:00 am]

Timeline

TIME	ITEM	OWNER	NOTES
4:00 pm	Room access, setup	Banquet team	Deliveries via north dock
5:30 pm	Kitchen and service briefing	Event manager	Review special meals
6:30 pm	Doors open, sparkling reception	Service	Foyer, coat check staffed
7:15 pm	Welcome speech	[Client: name]	Handheld mic, pause service
7:30 pm	Starter served	Executive chef	Table by table, table 1 first
8:15 pm	Main course served	Executive chef	Special meals per seating chart
9:15 pm	Dessert, coffee	Service	Bar opens afterwards
1:00 am	End, breakdown	Banquet team	Clear room by 3:00 am

Food & Beverage

COURSE / TIME	DISH	QTY	ALLERGENS / DIETARY	SERVICE STYLE
Reception 6:30 pm	Passed canapés, 3 kinds	360 pcs	Gluten, egg, dairy · 1 vegan	Passed
Starter 7:30 pm	Burrata, tomato, basil	112	Dairy	Plated
Starter vegan	Grilled tomato, pine nuts	8	Tree nuts · vegan	Plated
Main 8:15 pm	Beef tenderloin, gratin, vegetables	104	Dairy, celery	Plated
Main vegetarian	Mushroom risotto	14	Dairy · vegetarian	Plated
Main gluten-free	Beef tenderloin, no jus, potatoes	2	Gluten-free	Plated
Dessert 9:15 pm	Chocolate tart, berries	120	Gluten, egg, dairy	Plated

Bar & Beverages

TIME	BEVERAGE	BILLING	NOTES
6:30–7:15 pm	Sparkling wine, juice, non-alcoholic	per person	Tray service
7:15 pm–12 am	Wine, beer, soft drinks, water	package	White [varietal], red [varietal]
9:15 pm–1 am	Coffee, tea, spirits	on consumption	Spirits only on client approval

Setup & Equipment

ITEM	QTY	ROOM	NOTES
Round table 72 in, seats 10	12	Ballroom	Table numbers, menu cards
Cocktail table with cover	10	Foyer	White covers
Stage 13 × 10 ft	1	Ballroom	Head wall, stairs left
Linen, place settings	130	Ballroom	10 spare settings

Audio-Visual (AV)

ITEM	QTY	SUPPLIER	NOTES
Wireless handheld mic	2	[Company]	Sound check 5:45 pm
Projector + screen	1	[Company]	HDMI at the lectern
Background music	1	In-house	Playlist from client

Staffing

ROLE	COUNT	TIME	NOTES
Event manager	1	4:00 pm–1:30 am	Client point of contact
Servers	10	5:30 pm–1:00 am	1 server per 12 guests
Bartenders	2	6:00 pm–1:00 am	
Kitchen	4	2:00–10:00 pm	Executive chef + 3
Coat check	1	6:00 pm–1:00 am	

Billing

ITEM	BASIS	QTY	UNIT PRICE	TOTAL
3-course dinner	per person	120	89.00	10,680.00
Beverage package, 5 hrs	per person	120	39.00	4,680.00
Sparkling reception	per person	120	9.50	1,140.00
Room hire, ballroom	flat	1	1,500.00	1,500.00
AV package	flat	1	650.00	650.00
Late-night staff surcharge after 12 am	per hour	8	45.00	360.00
Subtotal				19,010.00
Service charge [20 %]				3,802.00
Total before tax				22,812.00
Sales tax / VAT	[local rate]			[amount]
Deposit due on signing [30 %]				6,843.60
Balance due [7 days after event]				15,968.40

Currency: [USD / GBP / AUD / EUR]. The guaranteed guest count is the billing minimum; additional guests are charged at the per-person rate.

Approval

Client: name, date, signature

Venue / caterer: name, date, signature