BANQUET EVENT ORDER (BEO) SPECIFICATION SHEET

CATERING PRODUCTION, FOOD & BEVERAGE SERVICE TIMELINE, ROOM SETUP & FINAL FINANCIAL RECONCILIATION

BEO #: BEO-_____ **EVENT NAME: _____** **EVENT DATE: _____/_____/20____**

CLIENT / HOST: _____ **ROOM / BALLROOM: _____** **GUEST COUNT: Guaranteed: ____**

ONSITE CONTACT: _____ **PHONE / MOBILE: _____** **CATERING MGR: _____**

TIMELINE: Setup: __:__ AM/PM | Guest Arrival: __:__ | Meal Served: __:__ | Bar Closes: __:__ | Strike: __:__

1. FOOD SERVICE COURSES, MENU SPECIFICATIONS & DIETARY REQUIREMENTS

Passed Hors d'oeuvres (Cocktail Hour): 1. _____ 2. _____ 3. _____

Salad / First Course: Salad Description: _____ Dressing: _____

Main Entrée Selection: Entrée A: _____ (Qty: ____) Entrée B: _____ (Qty: ____)

Dietary / Special Needs: Vegetarian / Vegan: (Qty: ____) Gluten-Free: (Qty: ____) Allergies Noted: _____

Dessert & Coffee Service: Dessert Choice: _____ [ ] Regular Coffee [ ] Decaf [ ] Herbal Tea

2. BAR & BEVERAGE SERVICE PACKAGE

Bar Package: [ ] Open Hosted Bar [ ] Beer & Wine Only [ ] Cash Bar Duration: _____ Hours (Bartenders: ____)

Signature Cocktail: _____ Champagne Toast: [ ] Yes (Pour at: __:__) [ ] No

3. ROOM LAYOUT, TABLE SETUP & AUDIO-VISUAL (AV)

Table Seating: [ ] Rounds of 8 [ ] Rounds of 10 [ ] Classroom Linen Color: _____ Napkins: _____

AV Requirements: [ ] Wireless Microphone [ ] Podium [ ] Projector & Screen [ ] House Sound [ ] Stage Lighting

BANQUET GUARANTEE & PAYMENT POLICY:

Headcount Guarantee: Final headcount due 72 hours prior to event.

Overages: Kitchen will prepare up to 5% over guarantee count.

Service Charge: 22% taxable administrative charge applied to all F&B.

Balance: Outstanding balance billed to credit card on file upon event close.

ESTIMATED EVENT BILLING:

FOOD & BEVERAGE SUB: $ _____

22% SERVICE CHARGE: $ _____

SALES TAX (____ %): $ _____

TOTAL ESTIMATED BEO: $ _____

CLIENT BEO APPROVAL & CATERING SERVICE CONFIRMATION:

Client Signature: _____ Catering Director: _____

Date Signed: _____/_____/20____ Date Signed: _____/_____/20____