***WHAT IS A BANQUET EVENT ORDER ?***

A Banquet Event Order is a document, usually created by an Event Coordinator/F&B Manager. It contains the most of the following information;

Date of Event, Contact Information, Billing Information, Type of Event ,Guest Count, Room or Location ,Timeline of Guest arrivals, ceremonies, presentations, appetizers, cocktails, meals, desserts, toasts, coffee service, auctions (silent & live) etc. In-depth details of room set-ups, location set-ups, bar set-up, buffet set-ups, table set-ups, including table sizes/types, linen, glassware, flatware, dance floor, stage, lights, audio/visual, chairs, etc. Description of Menu, entree counts, price per person Description of Bar Services, corkage, type of beverages preferred alcohol, etc. Additional resources labor & staffing Cost breakdown

In essence, a "footprint" of the entire event, from start to finish, no detail left to chance. No BEO is perfect however, as changes are ongoing up to and during any event. BEO’s can be very detailed and consist of multiple pages. In today’s catering industry, these documents are executed through a software program designed specifically for catering businesses. Each change or edit to the original document is tied to an associate.

An event is a living, breathing "thing" and must be guided to its successful conclusion.

Important things to note……

1.

2.

3.

4.

5.

**Menu Pricing by Course (per person) passed starters and basic sit-down service.**

Beverages/cocktails $3. soda $6. wine $8. liquor

Hors d’oeuvres $7. $8. $9.

Soups $7. $8. $9.

Salads $10. $12. $14.

Entrees $14. $16. $18.&up

Desserts $6. $7. $8.

*Modifications in pricing can be made due to variables such as service style, plating/presentation requirements, and ingredient seasonality/availability, etc.*

***[](http://www.bing.com/images/search?q=CATERING+LOGO&id=949E799E5C06F21E85B397A153C287CB145C1AE1&FORM=IQFRBA#view=detail&id=949E799E5C06F21E85B397A153C287CB145C1AE1&selectedIndex=0)***

***175 MAIN STREET***

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***BANQUET EVENT*** ***ORDER #\_\_\_\_\_\_\_\_\_\_\_\_\_***

BOOKING DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EVENT DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLIENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT INFORMATION:

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-MAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPOSITS ARE NON-REFUNDABLE AFTER 30 DAYS PRIOR TO THE SCHEDULED EVENT DATE. CHANGES MADE ARE SUBJECT TO ADDITIONAL CHARGES AND FEES. SERVICES AND PROVISIONS FURNISHED TO NAMED CLIENT ARE TO BE PAID UPON RENDERING. BY SIGNING BELOW, I AGREE TO ABOVE SERVICES AND AM AWARE OF SIMPLICITY CATERING’S CANCELLATION AND REFUND POLICY.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT COST\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPOSIT REQUIRED :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPOSIT DUE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BALANCE DUE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MENU DESCRIPTION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BEVERAGE SERVICE: \_\_\_\_\_ OPEN BAR \_\_\_\_CASH BAR OFFERINGS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPECIALTY DRINKS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHAMPAGNE TOAST\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WINE/BEER/SODA/JUICE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$ PER PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPETIZERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$ PER PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_

SALADS/SOUPS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$ PER PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENTREES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$ PER PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIDE DISHES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$ PER PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESSERTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$ PER PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL COST PER GUEST: $ PER PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DESIGN ELEMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VENUE/LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COLOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LAYOUT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TABLES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERVICE TYPE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LINENS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERVERS NEEDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TABLEWARE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BARTENDERS NEEDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CENTERPIECES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPECIAL REQUESTS/SERVICES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_