

BEO Template

BEO Number *(use whatever numbering system you prefer)*

Date Drafted: *(the date you compose this BEO)*

Event Details

Day: *(day of the week)* Date: *01/02/2023*
 Start Time *(time of day, AM/PM)* End Time: *(time of day, AM/PM)*
 Occasion: *(wedding? retreat?)* Event Type: *(banquet, reception, etc.)*
 Location: *(address, room, etc.)* Guest Count:
 On-site Contact: *(name and contact info for contact on-site at event)*

Client Information

Name: *(information for client paying)*
 Phone:
 Email:
 Billing Address:

Staff

Role	In-time	Out Time	Names
Setup Crew:	<i>(adjust the roles to suit your event)</i>		
Cooks:			
Servers:			
Bartenders:			
Drivers:			

Setup

(describe the way the room or venue should be set up, table types and sizes, location of buffets, etc.)

Parking & Delivery Information

(describe where staff should park and where drivers should drop off deliveries of food or rentals)

Menu

(list food items to be served, and how they should be served [tray-passed, buffet, etc.], include food allergies or dietary restrictions here)

Beverages

(list beverages to be served, and how they should be served; include any beverage maximums or other limits here)

Billing & Payments

Food	\$	-
Beverage	\$	-
Service fee	\$	-
Tax	\$	-
Misc. Cost 1	\$	-
Misc. Cost 2	\$	-
Misc Cost 3	\$	-
Deposit	\$	-
Balance Due	\$	-

Client Signature:

Date:

Caterer Signature:

Date: