

Banquet Event Order (BEO)

Anniversary Celebration

Event Date

Event Time

Event Location

Host Name

Phone / Email

Onsite Contact

Number of Guests

Type of Anniversary

Setup Time

Event Schedule

Time	Activity	Location	Notes

Menu

Item	Description	Qty	Notes

Special Instructions

Audio/Visual & Equipment

Payment Details

Deposit Amount

Balance Due Date

Payment Method

Client Signature

Date

Venue Representative

Date