

Banquet Event Order (BEO)

Awards Ceremony Banquet

Event Name

Contact Person

Phone / Email

Organization

Date

Time

Venue / Room

Expected Guests

Event Schedule

Time

Activity

Menu

Course / Item

Details

Setup & Audio/Visual

Table Setup

Podium / Stage

Audio/Visual

Special Requests

Additional Notes

Approval

**Client
Signature**

Date

**Venue
Representative**

Date
