

# 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

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### Approval

Client  
Signature

Date

**Venue  
Representative**

**Date**