**Property Name**

**BEO#: ######**

Date Created: mm/dd/yyyy  
Date Last Edited: mm/dd/yyyy

Sales Contact:

Phone:

**Banquet Event Order**

|  |  |  |  |
| --- | --- | --- | --- |
| **Account:** |  | **Primary Contact Name:** |  |
| **Post As:** |  | **Address:** |  |
| **Billing Method:** |  | **Phone:** |  |
| **Sales Manager:** |  | **Onsite Contact Name:** |  |
| **Catering Manager:** |  | **Phone:** |  |
| **PM Account:** |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | | **Room** | **Function** | **Exp** | **GTD** | **Set** | **Rental** | **Post** |
| mm/dd/yyyy | Start: | 00:00 AM/PM |  |  |  |  |  |  |  |
| End: | 00:00 AM/PM |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Menu Selections** | | | **Setup Requirements** | | |
| **Start:** 00:00 AM/PM | **End:** 00:00 AM/PM | **Function:** | **Start:** 00:00 AM/PM | **End:** 00:00 AM/PM | **Function:** |
|  | | |  | | |
| **Beverage Selections** | | | **Audio Visual Requirements** | | |
|  | | |  | | |
| **Décor / Entertainment / Miscellaneous** | | |
|  | | |

|  |  |
| --- | --- |
|  |  |
| **Authorized Organization Signature** | **Date** |

**BEO#: #####**