**BEO Template**

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

**Setup**

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| **Staff** | | |
| **Role** | **In-time Out Time** | **Names** |
| Setup Crew: | *(adjust the roles to suit your event)* |  |
| Cooks: |  |  |
| Servers: |  |  |
| Bartenders: |  |  |
| Drivers: |  |  |

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| **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 of dietary restrictions here)* |
| **Beverages** |
| *(list beverages to be served, and how they should be served; include any beverage maximums or other limits here)* |

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| **Billing & Payments** | | |
| Food | ($ | -  ) |
| Beverage | ($ | -  ) |
| Service fee | ($ | -  ) |
| Tax | ($ | -  ) |
| Misc. Cost 1 | ($ | -  ) |
| Misc. Cost 2 | ($ | -  ) |
| Misc Cost 3 | ($ | -  ) |
| **Deposit** | ($ | -  ) |
| **Balance Due** | ($ | -  ) |

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)* |

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

Client Signature:

Date:

Caterer Signature:

Date: