Banquet Event Order (BEO)

Riverside Hall, Chicago, IL · BEO #2026-118 · Version 2 (final) · Issued Friday, November 6, 2026

FILLED EXAMPLE

Item	Detail	Qty	Owner
EVENT HEADER			
Event	Talvenor annual dinner (corporate)		Venue: Mia Turner
Date and hours	Thursday, November 12, 2026. Guests 6:30 PM to midnight. Venue access 2:00 PM to 1:30 AM		
Signed proposal	Proposal #P-2026-0412, signed October 1, 2026		
Guaranteed headcount	120 guests, confirmed November 2. Kitchen and floor set for 125	120	
Spaces	Main Hall (seated dinner), Terrace (cocktail hour)	2	
CONTACTS			
Client lead on site	Sarah Chen, Head of People, Talvenor. Decides on the day		Client
Venue coordinator	Mia Turner, event manager. Owns this BEO		Venue
Kitchen	Executive chef. Confirms the allergy list at the 5:30 PM briefing		Kitchen
Vendors	Florist (arrives 3:00 PM), DJ (arrives 5:00 PM)		Venue coordinator
TIMELINE			
2:00 PM	Venue access. Tables, linens, AV build		Floor captain, AV
3:00 PM	Florist delivery, 12 centerpieces		Florist
5:30 PM	Staff briefing: timeline, table plan, allergies		Venue coordinator
6:30 PM	Doors open. Cocktail hour on the Terrace		Floor captain, bar
7:30 PM	Guests seated in the Main Hall		Floor captain
7:45 PM	Welcome speech, 5 min (Sarah Chen)		AV: mic 1
8:00 PM	First course served		Kitchen, floor
8:40 PM	Main course served		Kitchen, floor
9:30 PM	Dessert and coffee		Kitchen, floor
9:45 PM	Award presentation and toast, 10 min		AV: slides, mic 2
10:00 PM	DJ set until midnight		DJ
11:15 PM	Last call. Bar closes 11:30 PM		Bar
12:00 AM	Music off, house lights up, guests leave		Venue coordinator
12:15 AM	Damage walk-through with the client lead		Venue coordinator
1:30 AM	Teardown done, vendors out, doors locked		Floor captain
ROOM SETUP			
Main Hall	12 rounds of 10 (60-inch), black linens, stage with lectern, 16 x 16 ft dance floor	12 tables	Floor captain
Terrace	8 high-top cocktail tables, heaters on at 6:00 PM	8	Floor captain
Welcome table	At the entrance. Name badges supplied by the client	1	Client

Item	Detail	Qty	Owner
Rain plan	If rain after 4:00 PM, cocktail hour moves to the Main Hall foyer		Venue coordinator
FOOD, BY SERVICE			
Cocktail hour, 6:30 PM	Passed hors d'oeuvres, 6 pieces per guest: tuna tartare, short rib slider, burrata crostini (V), mushroom arancini (V)	720 pcs	Kitchen
First course, 8:00 PM	Roasted beet salad, goat cheese, candied pecans	120	Kitchen
Main course, 8:40 PM	Beef tenderloin, potato gratin, green beans	108	Kitchen
Main course, vegetarian	Wild mushroom risotto	12	Kitchen
Dessert, 9:30 PM	Chocolate torte, raspberries. Coffee and tea service	120	Kitchen
Service style	Plated, served table by table, 8 servers		Floor captain
BEVERAGES			
Hosted bar	6:30 PM to 11:30 PM: beer, wine, two signature cocktails, soft drinks. No shots	120 guests	Bar
Wine with dinner	One white, one red, poured at the table. Included in the bar package		Floor captain
Toast	Sparkling wine poured at 9:40 PM. Sparkling cider for alcohol-free guests	120 glasses	Bar
AV AND TECHNICAL			
Sound	House PA, 2 wireless handheld mics, 1 lectern mic	3 mics	AV technician
Screen	Projector and 10 ft screen behind the stage. Client slides on USB by 5:00 PM	1	AV technician
Lighting	Dimmed to 40% at 7:30 PM. Spot on the lectern for speeches		AV technician
DJ	Plays through the house PA. Sound limit from 11:00 PM (house rules)		DJ
STAFFING			
Servers	8 servers, 5:00 PM to 11:00 PM	8	Floor captain
Bartenders	3 bartenders, 6:00 PM to midnight	3	Bar lead
AV technician	1 technician, 5:00 PM to 11:00 PM	1	Venue coordinator
Venue coordinator	On site 2:00 PM to close	1	
ALLERGIES AND DIETARY NOTES			
Vegetarian	12 guests, tables 3, 7 and 11 (client table plan)	12	Kitchen
Nut allergy	2 guests, table 4. Salad without pecans. Dessert checked by the chef	2	Kitchen
Gluten-free	3 guests, tables 2 and 9. GF bread and dessert	3	Kitchen
BILLING			
Proposal total	$38,485.10 incl. 22% service charge and sales tax (signed proposal)		Venue
Deposit	30% ($11,545.53) paid October 2, 2026		
Balance	Due November 5, 2026. Adjusted to the final headcount		Client

Item	Detail	Qty	Owner
Changes on the day	Billed at proposal prices on the final invoice. Client lead signs the addition on site		Venue coordinator
Invoice to	Talvenor accounts payable. PO number required on the invoice		
SIGNATURES			
Client	Sarah Chen, Talvenor. Approved November 6, 2026		
Venue	Mia Turner, Riverside Hall. Issued November 6, 2026		
Sent to	Kitchen, floor captain, bar, AV, client lead. DJ gets the timeline only		

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Banquet Event Order (BEO)

[Venue name, address] · BEO # ____ · Version ____ · Issued ____

BLANK BEO

Item	Detail	Qty	Owner
EVENT HEADER			
Event			
Date and hours			
Signed proposal			
Guaranteed headcount			
Spaces			
CONTACTS			
Client lead on site			
Venue coordinator			
Kitchen			
Vendors			
TIMELINE			
ROOM SETUP			
Space 1			
Space 2			
Welcome / registration			
Rain plan			
FOOD, BY SERVICE			
Reception			
First course			

Item	Detail	Qty	Owner
Main course			
Main course, vegetarian			
Dessert			
Service style			
BEVERAGES			
Bar			
Wine with dinner			
Toast			
AV AND TECHNICAL			
Sound			
Screen			
Lighting			
Music / entertainment			
STAFFING			
Servers			
Bartenders			
AV technician			
Venue coordinator			
ALLERGIES AND DIETARY NOTES			
Vegetarian / vegan			
Allergies			
Other			
BILLING			
Proposal total			
Deposit			
Balance			
Changes on the day			
Invoice to			
SIGNATURES			
Client			
Venue			
Sent to			

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