

Banquet Event Checklist (BEO)

Events, Weddings & Entertainment

Document type: Plan / SOP / strategy / guide · Generated 27 Aug 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Generate a banquet event order / function-sheet checklist for a specific booking — timings, setup, menu, AV, staffing and special instructions — so every team executes the same plan. Enter the booking below.

Purpose of this tool & output

One function sheet the whole team follows

How the output is used

Use it as one function sheet the whole team follows — a Banquet Event Order (BEO) that captures every detail of a function.

Important cautions

AI-generated BEO; confirm all details with the client before the event.

Companion documents

- Venue Selection Guide
- Venue Booking Agreement
- Banquet Operations SOP
- Venue Layout & Seating Plan
- F&B Package Designer
- Venue Sales & Enquiry Kit

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.