BANQUET EVENT ORDER (BEO) CHECKLIST

The **Banquet Event Order (BEO)** is the playbook your hotel staff follows during your event. If the contract and BEO don't match, the staff will always default to the BEO. That means you must review it carefully, line by line, before the event.

Here's what to verify:

Meeting Space

- All meeting rooms (main ballroom + breakout spaces) are listed by name
- Correct dates and times for each space
- 24-hour access reflected (not just 9–5)
- Setup time included (day before if negotiated)
- Room set-up style (theater, classroom, rounds, U-shape, etc.) matches your request

Food & Beverage

- Every meal, coffee break, and reception is listed with correct times
- Menus, headcounts, and per-person prices match what you approved
- Special dietary requests noted (gluten-free, vegetarian, vegan, allergies)
- Service charges, gratuities, and taxes included in pricing
- All F&B counts toward your contracted minimum

Audio/Visual & Technology

- AV needs (screens, projectors, microphones, lighting) listed with correct quantities
- Agreement to use outside AV team reflected, with no extra hotel fees added
- Complimentary or reduced Wi-Fi included if negotiated
- Power access for booths or stage equipment confirmed

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Sleeping Rooms

- Group rate and deadline date accurately reflected
- Complimentary room nights credited to your account (for every 20–30 booked)
- Suite upgrades for organizer/speakers included
- Resort fee waived or reduced if negotiated

Logistics & Miscellaneous

- Shipping/receiving instructions listed (with fees or waivers clearly spelled out)
- Storage for event supplies included if negotiated
- Parking rates or complimentary passes for attendees and staff confirmed
- Union labor requirements (if any) outlined with expected costs
- Any sponsor or signage placements (banners, logo on coffee cups, etc.) noted

Billing & Payment

- Deposit schedule and final payment dates correct
- Credits for waived fees (AV, Wi-Fi, meeting space) listed
- Attrition/cancellation policies match the contract

Pro Tip:

Print the BEO and walk through it with a highlighter. If it isn't listed, assume it won't happen. The BEO is the **execution document** the hotel staff will use it as their Bible. Your job is to make sure it reflects the deal you worked so hard to negotiate.

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