**BANQUET EVENT ORDER**

**BEO No : 01 / Revision3**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Booker / Contact** | **:** | **Mr. David Becham** | | | Day & Date | **:** | Saturday, January 02, 2016 | |
| Address | **:** | Cloud 99 | | | Time | **:** | 08.00 -17.00 | |
|  |  |  | | | No. of Pax | **:** | 60 | |
| Email | **:** | david@example.com | | | Venue | **:** | Room 2 | |
| Phone Number | **:** | +1234567890 | | | Function Type | **:** | Full Day Meeting | |
| Mobile Number | **:** | +1234567890 | | | Account Manager | **:** | Mr. James | |
| **Notes to Departments** | | | | | | | |
| **BANQUET OPERATION** | | | **HOUSE KEEPING** | | | | |
| **TECHNICIAN/ ENGEENERING** | | | | |
| **SIGN BOARD** | | | **HR** | | | | |
| **MENU FOR DAY 1,** Saturday, January 02, 2016 | | | |  | | | | |
| **COFFEE BREAK I at 08.00 for** 28 **pax** | | | | **LUNCH at 12.00 for** 28 **pax**  **APPETIZER:** | | | | |
| **COFFEE BREAK II at 15.00 for** 28 **pax** | | | | **SOUP :**  **MAIN COURSE:**    **DESSERT:** | | | | |

**BILLING INSTRUCTION**

Full Bill to company, Signature of the host is required on final bill.

**DISTRIBUTION LIST:**

🗹General Manager 🗹Resident Manager 🗹FB Manager 🗹FO Manager 🗹Executive Chef 🗹Banquet 🗹Pastry 🗹Accounting 🗹Cost Control 🞏Credit ☐Store 🞏House Keeping ☐GRO 🗹Concierge 🗹Restaurant Manager 🗹Banquet Operation ☐Bar ☐Room Service ☐Reservation 🗹Steward 🗹Engineering ☐Purchasing ☐HR