**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