



COMPLIANCE STATION · FREE EDITION

Banquet Event Readiness (BEO) Checklist

Would your banquet pass a walk-through an hour out?

The room matches the BEO line by line an hour out — before the client walks it, not after.

Property _____ Date _____ Walked by _____

WHAT THIS PREVENTS

The 5:40 pm discovery that the room was set for 180 when the guarantee went to 212, the podium is on the wrong side of the stage, the vegan entrées are for a table that no longer exists, and the client is standing in the doorway watching housemen re-flip rounds. It also prevents the invoice fight three weeks later, when nobody can prove which version of the BEO the room was built from.

How to use it

1. The Banquet Manager owns this document. The Director of Catering owns the BEO itself; the Banquet Captain runs the floor. Three roles, three columns, no overlap.
2. Work it on the timeline shown: T-7 and T-3 confirmations, T-1 setup, the T-60 readiness pass, service, strike and post-event. The T-60 pass is a confirmation of a finished room, not the moment you start setting it.

A. The system — BEO control and standing readiness

ITEM

- ☐ BEO distribution list is fixed and current: culinary, banquets, AV, stewarding, front desk/bell, security, engineering, accounting — every event, same list, same time
- ☐ BEOs for the coming week distributed by the cut-off ([VAR] days out); late BEOs flagged on the weekly agenda, not slipped in quietly
- ☐ Change control: any revision after distribution is issued as a new BEO version number with a change log; the old version is pulled from the floor packets
- ☐ Weekly BEO meeting held on a fixed day and time; every event in the next [VAR] days read line by line with culinary, banquets, AV and stewarding present
- ☐ Readiness pass owner named per event: a manager who did NOT set the room walks it at T-60 against the current BEO
- ☐ Event log kept per event: BEO version used, T-60 pass results, service exceptions, damage, variance notes — filed with the final invoice
- ☐ Standing set-up standards on file with photos: round of 8 vs 10, classroom, theater, U-shape, cocktail, buffet line, registration; linen drop, chair spacing, aisle width [VAR]
- ☐ Self-audit: one event per month picked at random and its log, BEO versions and invoice reconciled by someone outside banquets



B. T-7 / T-3 — confirmations (first 4 of 11 items)

ITEM	
☐	Client guarantee received in writing by the cut-off ([VAR] hours before event); set-for number recorded as guarantee plus overset [VAR] percent
☐	Room diagram approved by client and matched to the BEO: table count, stage, dance floor, podium side, bars, buffets, registration, screens
☐	Fire/occupancy check: diagram capacity within posted room capacity for that set style per AHJ; egress paths and exit widths clear on the drawing
☐	Rental order confirmed with vendor in writing: items, counts, delivery window, pickup window, contact on site

WHAT THE FULL EDITION ADDS

This free edition covers 12 of 55 line items. The full edition gives you the whole system:

- **All 7 sections, all 55 items**, from standing readiness to closing the loop.
- **A frequency on every line** (every shift, weekly, quarterly), so nothing waits for someone to remember it.
- **An owner column** naming the role responsible, so the list survives turnover and days off.
- **A pro tip on every item**: practical operator advice on what actually gets missed.
- **A sign-off block**: completed by, verified by, date and corrective actions.

SAMPLE PRO TIP

The department that wasn't on the list is the one that finds out at 4 pm. Print the list on the BEO cover.

Get the full checklist for \$9.99 at onawaithospitality.com/compliance-station

CHECKLIST USE NOTICE

This checklist provides operational guidance. Applicable laws, regulations, codes, and mandatory requirements always take precedence. Completing this checklist does not establish or certify regulatory compliance.

Read the full Checklist Use and Regulatory Disclaimer: onawaithospitality.com/faq