

Type into the fields, save a copy, and share the final version with your event team.

Venue / business	BEO / booking reference	Revision date

Event name		Client / company	
<input type="text"/>		<input type="text"/>	
Event date	Event type	Client email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Start time	End time	Guest count	Client phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room / space(s)	Setup style	Event manager	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
		Floor plan reference	
		<input type="text"/>	

[illegible]

Package inclusions / service notes		Subtotal	
		Fees / taxes	
		Event total	
		Amount paid	
		Balance due	

Event day, in detail.

Use this page for the room setup, timeline, suppliers, and final team handoff.

Event name / reference

Event date

Onsite contact phone

03 Room setup & requirements

Tables, chairs & linens

Decoration, AV & equipment

Catering / dietary needs, access & special instructions (if applicable)

04 Event timeline

TIME	ACTIVITY / INSTRUCTIONS	OWNER

05 Suppliers & handoff

Supplier contacts / arrival details

Team notes / final changes

Prepared by

Reviewed by

Review date