

Rubric to evaluate a banquet event order

Ratings:	POOR		NEEDS IMPROVEMENT		SATISFACTORY		GOOD		EXCELLENT	
	1	2	3	4	5	6	7	8	9	10
Banquet Event Order	Poorly written BEO		BEO information needs improvement, many details overlooked, some information not included or relevant.		BEO still needs improvement: Few details omitted. Some Banquet details are missing.		BEO is good, presentation and neatness need improvement.		BEO is well written covering all details of the event in a neat and organized matter. That meets client needs.	