Reading a floor plan and a BEO

01 · Foundations · about 11 minutes

Two documents decide whether a room works. Learn to read scale, capacities, egress and the BEO line items that hide costs.

Before you start

The event you are applying this to (real or the running gala example):

Date · guests · budget envelope:

Work through the objectives

1. Read a scaled floor plan and check capacities

2. Find egress, power and rigging on a plan

3. Audit a BEO for hidden charges

Apply it: three decisions for your event

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

Check your understanding

On a floor plan, egress refers to

A common hidden BEO charge is

Answers are on the lesson page after you take the quiz.

One line to remember