

Catering and Event Management Steps

I. Set up the group. Go to Reservations Operations > Enter/Change Group.

NOTES:

You can let the system create the master folio and profile for the group. You can set the group for all guest room and tax charges to post to the master folio. You can enter the zip code and the system will fill in the city/state. You can set a cut-off date so that blocked guest rooms will return to inventory if not picked up by rooming list or reservation.

II. Block Guest Rooms (Skip this step if this group doesn't need lodging.) From the Group Setup screen, select Block Rooms.

Room	Room Code	Pkg	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Total
185.00	6		6	6	6													18
185.00	4				4	4	4											12

NOTES:

The group's blocked rooms can print on the event order and the event contract if you wish. The reports can show the number of each type of room blocked for each night and the nightly rate.



Catering and Event Management Steps

III. Set up the event. From the Group Setup screen, select Setup event.

NOTES:

You can import the group's name and information from the group setup. You can copy the group's contact information to the event. You can set up various parameters for this group. Information entered here will print on reports and documents.

IV. Enter the event items. From the Event Setup select Setup Items.

Item	Description	Comment	Quantity	Unit	Price	Estimated Price	Date	Qty	Time	Post
F101	DINNER - 75pcgs 5pk, Au Grat Pot		18.0000		25.0000	250.00	5/27/09	600P	900P	Y
F103	ROOM CHARGE - 4TRM		1.0000		200.0000	200.00	5/27/09	530P	530P	Y
F104	TABLE - SQUARE 4 SEATS		3.0000		25.0000	75.00	5/27/09	530P	530P	Y
M102	SANYO SERIAL PROJECTOR		1.0000		45.0000	45.00	5/27/09	530P	530P	Y
F104	LUNCH - Misc Sandwiches, Cudds		10.0000		12.0000	120.00	5/28/09	1100	1100P	Y
F104	ROOM CHARGE - 800RD ROOM		1.0000		90.0000	90.00	5/28/09	800	600P	Y
M102	SANYO SERIAL PROJECTOR		1.0000		45.0000	45.00	5/28/09	800	600P	Y
M102	COFFEE URN		2.0000		6.0000	12.00	5/28/09	900	1000P	Y
M103	WATER - BOTTLES CHILLED		1.0000		10.0000	10.00	5/28/09	200P	400P	Y

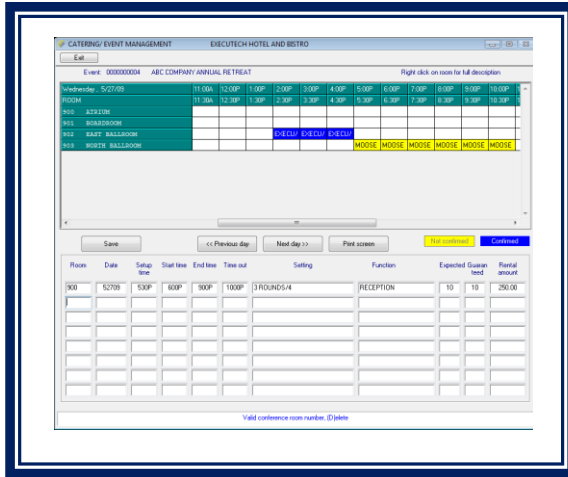
NOTES:

You can enter all of the items for the event including meeting room rental, media or A/V requirements, Food and Beverage, Setup, and other items. The system can calculate the totals by category. You can select items to post automatically to the master folio. All items can post at once, you can select items to post, or you can post by date. From this screen you can print an event check for presentation. The event check can print for all items, or for a specific date.



Catering and Event Management Steps

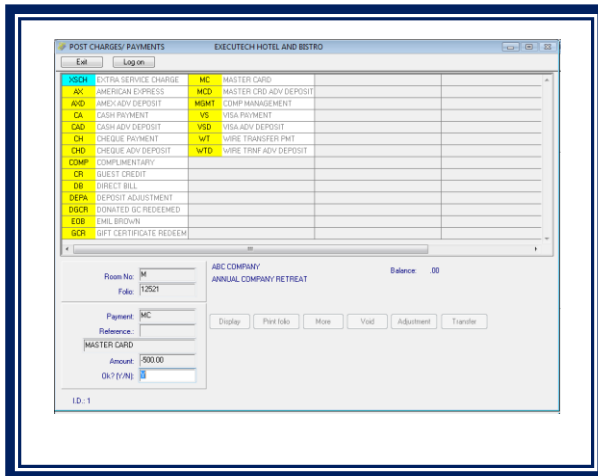
V. Book the meeting room. Click Rooms on the Event Setup screen.



NOTES:

Reserved rooms will display as confirmed or non-confirmed, showing partial event name. Available rooms will display blank, ready to book. Grid shows each room and time break-down. You can enter each room for the event, with each date, setup and start time, end and time-out time, setup information, function, and other information needed.

VI. Post the deposit



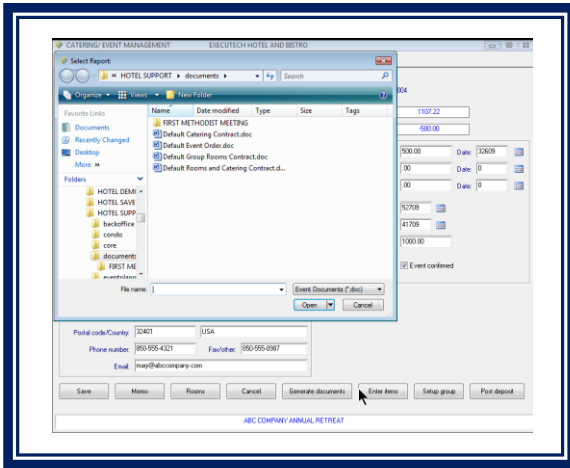
NOTES:

Selecting Post Deposit from the event setup screen will take you to the Post Charges/Payments screen for the master folio. Process the payment as usual. When you're finished you'll go back to the Event Setup screen. You can click "confirmed" for this event so that it will display properly on the meeting rooms availability screen.



Catering and Event Management Steps

VII. Generate Documents



NOTES:

By clicking Generate Documents you can bring up your default Event Order, Contract, and other default documents you've created. The event's information will automatically import into the document. From the selection, you'll choose the document to generate. The document will open in Word®. You can edit the document or print or mail-merge it as is. It will have the information you need it to have.

VIII. Print Reports

You can print Event Status Reports, from the Sales/Catering Menu and you can print Deposit Reports and Forecast Reports from the Reservations Menu. Your Night Audit statistics report will show each day's catering/event income.

RUN DATE: 12/03/08
 RUN TIME: 11:34 PM
 HOTEL UNIVERSAL and BJ BISTRO
 A. M. (AUTOMATED MORNING) REPORT
 AS OF WEDNESDAY 12/03/08
 PAGE 1
 (C) COPYRIGHT 1993-2001 EXECU/TECH SYSTEMS, INC.

REVENUE ANALYSIS	T O D A Y		M O N T H T O D A T E		Y E A R T O D A T E	
	REVENUE	AVERAGE OF ROOMS	REVENUE	AVERAGE OF ROOMS	REVENUE	AVERAGE OF ROOMS
ROOM CHARGE	2,230.00	11 204.55	4,400.00	22 200.27	1,142,431.42	56 1920.51
ROOM CHARGE OTHER			4,400.00	22 200.27	1,130,421.42	56 2009.04
ROOM CHARGE TAX EXEMPT					7,480.00	56 82.19
** TOTAL ROOM REVENUE **	2,230.00	11 204.55	4,400.00	22 200.27	1,150,332.84	56 1998.68
*** TOTAL ROOMS ***						
CATERING / EVENTS	650.00	11 77.37	20,800.00	22 941.73	76,450.00	56 433.77
EVENT MEETING ROOM RENTAL	410.00	11 47.16	10,470.00	22 476.14	30,470.00	56 377.46
EVENT MEDIA / TRICE / AV	380.00	11 35.00	29,820.00	22 895.00	29,820.00	56 204.32
EVENT FOOD / CATERING	440.00	11 40.00	26,447.00	22 1211.25	26,447.00	56 279.46
EVENT BAR	220.00	11 20.00	12,100.00	22 550.00	121,120.00	56 1346.51
EVENT BAR - ALCOHOL	210.00	11 19.09	7,100.00	22 323.00	71,000.00	56 816.67
EVENT BEVERAGES	540.00	11 49.09	5,400.00	22 245.00	40,540.00	56 430.43
EVENT SERVICE CHARGE	440.00	11 40.00	18,900.00	22 863.63	40,940.00	56 709.70
EVENT ROOM TAX	10.00	11 1.00	1,200.00	22 54.54	1,200.00	56 13.03
EVENT SALES TAX	130.00	11 11.82	4,877.00	22 221.72	4,877.00	56 42.47
** TOTAL CATERING/EVENTS	4,914.74	11 348.41	119,707.00	22 5422.77	535,501.01	56 3165.44
GRAND TOTALS	4,914.74		124,107.00		1,785,833.85	

Date printed: 12/03/08
 Time printed: 11:34 pm
 HOTEL UNIVERSAL and BJ BISTRO
 EVENT STATUS REPORT
 12/01/08 THROUGH 12/31/08
 Page: 1

Event	Customer	Group
EXECU/TECH MEETING	EXECU/TECH SYSTEMS	EXECUTECH
Contact: JOE SMITH	Contract-total... 8,924.92	Contract: 1000
Contact-phone: 776-443-2232	Deposit-required: 1,500.00	Folio...: 18213
Billing-phone: 776-443-2232	Deposit-received: 500.00	Made....: 11/20/08
	Deposit-remain... 1,000.00	By.....: 1
Room:9103 12/11/08 From:3:30pm Start:6:00pm End:9:00pm Until:10:30pm Exp:20 Quat:30		
Room:9102 12/12/08 From:6:00am Start:7:00am End:9:00pm Until:6:00pm Exp:20 Quat:30		
Room:9103 12/12/08 From:11:30am Start:12:00pm End:1:30pm Until:1:30pm Exp:20 Quat:30		
Room:9103 12/12/08 From:3:30pm Start:6:00pm End:9:00pm Until:10:30pm Exp:20 Quat:30		
ARC ANNUAL MEETING	ANIMAL RESCUE CENTER	ARC-2008
Contact: JULIA ASBUCKLE	Contract-total... .00	Contract: 9021
Contact-phone: 467-374-8673	Deposit-required: .00	Folio...: 18210
Billing-phone: 467-374-8673	Deposit-received: 500.00	Made....: 11/19/08
	Deposit-remain... 500.00	By.....: 1
Room:9103 12/12/08 From:3:00pm Start:6:00pm End:9:00pm Until:10:00pm Exp:20 Quat:20		
Room:9103 12/13/08 From:10:30am Start:11:00am End:12:30pm Until:1:00pm Exp:20 Quat:20		
Room:9103 12/13/08 From:6:30pm Start:7:00pm End:9:30pm Until:9:00pm Exp:20 Quat:20		
Room:9104 12/13/08 From:7:00am Start:8:00am End:4:00pm Until:11:00pm Exp:20 Quat:20		
JOHNSON MEETING	ASHLEY JOHNSON FAMILY	JOHN-A-08
Contact: MARALA JOHNSON	Contract-total... 4,246.68	Contract: 9022
Contact-phone: 975-386-2837	Deposit-required: 300.00	Folio...: 18211
Billing-phone: 975-386-2837	Deposit-received: 500.00	Made....: 11/19/08
	Deposit-remain... .00	By.....: 1
Room:9105 12/11/08 From:6:00pm Start:7:00pm End:11:00pm Until:12:00am Exp:20 Quat:30		

TOTAL EVENTS: 3
 TOTAL REVENUE (LESS GUEST ROOMS): 13,191.60

DATE: 12/03/08
 TIME: 23:30
 HOTEL UNIVERSAL and BJ BISTRO
 MASTER FOLIO DEPOSITS
 FOR DEPOSITS 11/20/08 THRU 12/31/08

GUEST-NAME	FOLIO-NO	ARRIVE-DATE	ENTERED	AMOUNT	TYPE	COMMENT
ANIMAL RESCUE CENTER	0018210	11/20/08	11/20/08	500.00-	CK	CHECK
ASHLEY JOHNSON FAMILY	0018211	12/11/08	11/20/08	500.00-	VS	VISA PAYMENT
SMITH TOURS	0018212	12/11/08	11/20/08	1000.00-	AX	AMEX PAYMENT
EXECU/TECH SYSTEMS	0018213	12/11/08	12/02/08	500.00-	AX	AMEX PAYMENT
				GRAND TOTAL:	2500.00-	

