

Practice Exercises – Sales & Catering Session 3

****Please use the Company List below to complete the following exercises****

1. Create a booking for Company #1 using the Month View for 2 days with 4 book function rooms and add a Group Master
2. Create a booking for Company #2 using the Single Day View with 3 rooms for today and add a Group Master
3. Create a booking for Company #3 using the GRC Function for tomorrow and add a Group Master
4. Create a booking for Company #4 add only the Food and Beverage items on the event
5. Search for Company #1 and detail the BEO by adding Food and Beverage, Inventory and Special Charges items.
6. Search for Company #2 and add Food and Beverage, Inventory and Special Charges items and create a sub event
7. Search for Company #3 and move the booking to the following month (don't forget to also change on the date on the group master)
8. Duplicate the booking for Company #2
9. a) Create a booking for Company #4 for 2 days and detail the booking for only the one day.
b) duplicate the event for the 2nd day
10. Cancel the 2nd booking for Company #2
11. Locate booking #3 and change the Status to confirmed
12. Locate booking #1 and change the Meeting Rooms
13. Locate booking #4 and Generate the BEO
14. Locate booking #2 and Tax Exempt them
10. Cancel the booking for Company #4

Company List:

1. Frank's Ship Building Co.
2. Delightful Pizza
3. S.L Pharmaceuticals
4. Golden Arches Reality
5. Tiki Hats Galore