

Practice Exercises – Sales & Catering Session 4

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

1. Create a booking for Company #1 for today, assign a group master and detail the BEO
2. Create a booking for Company #2 for today, assign a group master and detail the BEO and create a temporary Food and Beverage item
3. Create a booking for Company #4 for today, assign a group master and detail the BEO and print the BEO, and Invoice.
4. Create a booking for Company #5 for today, assign a group master, add two events and detail the BEO.
5. Search for Company #1 and adjust the function room price and the food price
6. Search for Company #2 and add another function room and take the existing event and duplicate to the new event.
7. Create a booking for Company #3 for today and add 3 Inventory items only
8.
 - a) Audit the event(s) for Company #1
 - b) Audit the booking
9.
 - a) Audit the event(s) for Company #2
 - b) Audit the booking
10.
 - a) Audit the event(s) for Company #3
 - b) Audit the booking
11.
 - a) Audit the event(s) for Company #4
 - b) Audit the booking
12.
 - a) Audit the event(s) for Company #5
 - b) Audit the booking
13. Locate booking #4, run and print the Proforma Consolidated Invoice
14. Locate booking #2 and generate a Rooming List
15. Locate booking #5 and add 10 extra meals, 2 pieces of av equipment and remove \$50 off the meeting room after the booking has been posted

Company List:

1. WP Food Source
2. Power Distribution Inc
3. Worldwide Movers Corp
4. Towers Inc
5. Maestro Insurance