



Sales and Catering Booking Text Quick Reference Guide

Published Date: November 2014

This Quick Reference Guide reviews Sales and Catering text boxes associated to Bookings & Events. In the print screens below, the examples will outline where each text box displays on the various Sales & Catering forms.

Booking screen text boxes:

1. Account Manager Text – Prints no where
2. Client Text – Prints on the Group Resume (*see Figures A & B*)
3. Booking Text – Prints on the Group Resume and the Invoice (*see Figures A, B & C*)
4. Billing Text – Prints on the Invoice (*see Figures A & C*)

Event Details Text boxes and Where They Print on the BEO

5. FB Text – Prints on the BEO after all the food items for that specific sub-event (*see Figures D & E*)
6. IN Text – Prints on the BEO after all the audio visual items for that specific sub – event (*see Figures D & E*)
7. SP Text – Prints on the BEO after all the special charges for that specific sub-event (*see Figures D & E*)
8. ST – Prints on the BEO under the Set Up Info area (*see Figures D & E*)
9. DT – Prints on the BEO after all the beverage items for that specific sub-event (*see Figures D & E*)
10. 'T' on the F&B Items Selected screen – Prints on the BEO as part of that item's description (*see Figure F*)

Group Master Text Box:

11. About Text on the Group master – Prints on the Group Resume (*see Figure B*)



Figure A

Booking [sam] - Northwind Hotel & Conf Center

File Record Edit Window View Event Fgrr Reports Audit Help

Booking# 1469 Status CF CONFIRMED Owner Prop NVH Conf Serv Mgr WENDY

Acct Managr SAM Client 7594 Maestro Construction Company

Bill To 5090 Northwind Canada Inc.

Description Executive Meeting Srce of Bus INTERNAL

Contact Gina Thomas Bill Terms PAYOWN

Onsite Cntct sammy salmon Mkt Segment CORP Folio/Event G

BEO Status REVISED

1 Acct Mgr Text Y

2 Client Text Y

3 Booking Text Y Trace Y

4 Billing Text Y

Date Created 04/25/2014

Audit Status

Decision Date 09/01/2014

Inquiry Number

Contract Due 01/03/2015

Waitlist Rooms N

Date	Time	Day	Adults	Expected	Guaranteed
Start 04/28/2015	09:30am	TUE		10	10
End 04/30/2015	11:59pm	THU	Children		

Group Res # 31550

Room Nights 15

Guest ADR 133.10

Res Method RM LIST

Cutoff Days/Date 30 03/29/2015

Cutoff Cycle

Group Res Group Block Special Rate Charge Routing Rooming List

Event Date	Event	Evt#	FB	In	Sp	Rm	G Adlt	G Chld	Event Total	Ad
04/28/2015	Executive Meeting	1	Y	Y	Y		10		8,291.87	
04/28/2015	Executive Overview	2	Y	Y			10		435.00	

Figure B



Group Resume

	From: 22-December-200	
	a	
Deluxe King Harbour View		229.00
Deluxe King Mountain View		229.00
Pinnacle Suite (817/819)		409.00

VIPS

Guest List - Group Pays

<u>Guest</u>	<u>Room</u>	<u>Arrival</u>	<u>Departure</u>
--------------	-------------	----------------	------------------

Guest List - Pays Own

<u>Guest</u>	<u>Room</u>	<u>Arrival</u>	<u>Departure</u>
Battell, Linda	dkh	22-Dec-2009	23-Dec-2009
Battell, Margaret	dkh	22-Dec-2009	23-Dec-2009

Other Information/Comments

Client ProfileThis is Client Text - LB 12/07/2009 **2****Service Notes**This is Booking Text LB 12/07/2009 **3****Reservation Comments***** This is About Text from the Group Master *** **11**



Figure C



BANQUET INVOICE

Booking Number 1000
Contact Linda Battell
 Battell Family Group
 8300 Woodbine Avenue
 5th Floor
 Barrie, ON L4M 3K5

Account Manager Northwind
Group Reservation 1007
From Dec 23, 2009 to Dec 23, 2009

All Day Affair

Total Booking Charges

	Total
Audio Visual	360.00
Banquet Dinner	420.00
Gratuity	63.00
GST	39.00
Labour Fees	450.00
Meeting Room	500.00
Total	1,832.00

Booking Notes

This is Booking Text LB 12/07/2009 3

Billing Notes

This is Billing Text - LB 12/07/2009 4

Figure D

Event Details [sam] - Northwind Hotel & Conf Center

File Record Window Event SubEvent Reports Audit Help

Booking Number: 1469 Executive Meeting Booking Status: CF
 Client Code: 7594 Maestro Construction Company
 Event Number: 1 Booking From: 04/28/2015 [TUE] to 04/30/2015 [THU]

Description: Executive Meeting
 Event Date: 04/28/2015 [TUE]
 Exp Adults: 10
 Exp Children: 10
 Gtd Adults: 10
 Gtd Children: 10
 Max# Tickets: 10

Audit Status: []
 Property Code: NWH
 Event Text: []
 Event Del Text: []
 BEO Status: REVISED

FOOD/BEV INVENTORY CHARGES

Start	Sub#	End	Bld	Room	Gtd#	Function	Set Up	FB	In	Sp	ST	DT
09:30am	1	03:30pm	ENW	BALLROOM	10	MEETING	THEATRE	5	6	7	8	9

SubEvent Desc: executive meeting Responsibility: JENNY





Figure E



Banquet Event Order

BEO # 1000-1

Page 2 of 3

Monday, December 07, 2009

Event Date: Wednesday, December 23, 2009	
Account: Battell Family Group	Contact: Linda Battell
BEO Name: All Day Affair	Phone: 705-333-2323 Ext
Address: 8300 Woodbine Avenue 5th Floor Barrie, ON L4M 3X5	Fax:
On-Site contact: same	Email:
	Sales Mgr: Northwind
	Conf Services: Steven Vine

Date	Time	Room	Function	Setup	GTD	SET
23-Dec-2009	7:00PM - 10:00PM	East Ballroom (Pier II & I)	Banquet	Rounds of 10	10	10

FOOD MENU		BEVERAGE MENU	
At 7:00PM in the East Ballroom (Pier II & III) for 10 people - All Day Affair		***This is the Beverage Text***	
10 *** This is 'T' on the F&B Items Selected screen ***	10 @ \$ 42.00 per Person	9	
Caesar Salad	10 Person	SETUP INFO / OTHER INFO	
- Catalan Tomato Toast		At 7:00 pm in the East Ballroom (Pier II & III) for 10 people - All Day Affair	
Petite Lamb Racks	10 Person	*** This is Set Up Text ***	
- Berber spice marinade, harissa, raïta		8	
- Yukon gold mashed potato, market vegetables	10 Person	AUDIO VISUAL	
Pear and Belgian Chocolate Tart	10 Person	At 7:00 pm in the East Ballroom (Pier II & III) for 10 people	
- Caramel Sauce		1 Wired Microphone @ 35.00 ea.	
5 *** This is FB Text ***		*** This is INV text ***	
		6	
		SPECIAL INSTRUCTIONS	
		At 7:00 pm in the East Ballroom (Pier II & III) for 10 people - All Day Affair	
		4 Serving Staff @ 50.00 ea.	
		*** This is Special Charges text ***	
		7	

Figure F

