

URGENT

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Prepared by: Ornprapha Sariga		Approved by: Supranee Thampranee		
DUSIT PRINCESS SRINAKARIN, BANGKOK BANQUET EVENT ORDER				
Date of Function: THURSDAY 14 March 2019		BEO #		M0368/19 (1 of 4)
Organization: Jorgen Kruise A/S		Authorize Person: Mr. Jensen Lars		
Address: Havretoften 4 DK-5550 Langeskov Denmark		Phone: - Mobile: 45 7214 1516 Fax: - Email: lars.jensen@kruise.com Contact Person: Mr. Jensen Lars Sales Incharge: Ornprapha S Ext. 2048		
Time	Type of Function	Venue	Guaranteed	Expected
17.00 hrs	Room to be ready	Princess 3	20	22
18.00-20.00 hrs	Meeting	Princess 3	20	22
FOOD		BANQUET ARRANGEMENT		
No Food Required		- Registration Desk for 2 persons with leather pad,paper, pen -Head table for 2 persons with leather pad, pens, water -Classroom Set Up for 20 persons with paper, pencil, water -Theater set at back of meeting room for 5 persons -Counter Beverage Bar set at back of meeting		
BEVERAGE		ARTIST		
-Water -Lobby Lounge please provide beverage list as per below; Include Juice, Herbal juice, local beer, imported red wine & white wine		Signboard : To be advise Backdrop: To be advise		
ENGINEERING / GARDENER		HOUSEKEEPING / FLORIST		
- 1 LCD Projector + screen by hotel - AV Audio line - Sound System - 2 Wireless Microphone		- 1 Vase at Registration -1 Head table		
SPECIAL REQUEST		BILLING INSTRUCTION		
		Payment: Post to Mr. Jensen Lars's room RATE: 1. Room rental charge THB 7,000.-net per room 2. Beverage pacakge THB 450++per person for 3 hours		
DISTRIBUTION: GM / DFM / AFBM / DOS / AC / PURCHASING / SECURITY / SECURITY / FO / BANQUET / SQ1 / STEWARD / MAIN KITCHEN / CHEF / COLD KITCHEN / BAKERY / BAR / CHENESE REST. / CHINESE KIT / HK / ENG / SALES				
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