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Re: Meeting today

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From Atsuko YORIFUJI <Atsuko.Yorifuji@swissotel.com>  
Date Fri 3/7/2025 6:42 PM  
To David DELACRUZ <David.DelaCruz@swissotel.com>; FORRESTER Steven <Steven.FORRESTER@swissotel.com>  
Cc Yutaka MORIZONO <Yutaka.Morizono@swissotel.com>

Dear Steven san

As we talked to you today, this event will be from 12:00-18:00 and we can open for public from 16:00.  
We accept this event as it is an opportunity to earn money at a time when we are not normally open.

Warm Regards,

依藤 敦子  
Atsuko Yorifuji  
10階統括マネージャー  
Level 10 Manager

**Swissôtel Nankai Osaka**  
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差出人: David DELACRUZ <David.DelaCruz@swissotel.com>  
送信日時: 2025年3月7日 16:54  
宛先: FORRESTER Steven <Steven.FORRESTER@swissotel.com>  
CC: Atsuko YORIFUJI <Atsuko.Yorifuji@swissotel.com>; Yutaka MORIZONO <Yutaka.Morizono@swissotel.com>  
件名: Re: Meeting today

Hi Steve,

Thank you for noting that, it definitely went well.

As requested, here is a detailed breakdown of the meeting:

The event organizer, Hi-san, arrived earlier at the hotel, and after meeting her in the lobby, I took her to the outlet where she would like to hold the event, NAMBAR10. I showed her NAMBAR10, explained the concept of the restaurant, and showed her the food and drink menu until Yorifuji-san arrived.

During the meeting, we discussed the usual points covered in event meetings and gathered the following details:

- Event Name: Pink Cherry Party
- Theme: Spring (chance to meet new people) and Cosmetology (she is inviting a well-known Japanese cosmetologist who will hold a Q&A session, a makeup seminar, and private makeup sessions).
- Projected ROI: Still in preliminary discussion. The estimated ROI is being determined based on venue capacity and expected turnout, with an estimated 30–50 guests.
- Marketing Initiatives: Still under discussion, as the event has not been approved yet.
- Time: Initially planned for the evening to match the vibe of the other event, but during the meeting, we also discussed the possibility of holding it at noon.
- Ticketing/Pricing: The final price has not been decided, but the expected pricing is ¥4,000 for women and ¥8,000 for men, including one drink.
- Food: NAMBAR10 menu + small dishes, similar to what we offer for Retro Night.

As you mentioned, Yorifuji-san had another meeting at 16:00, so she left around 16:05. No additional details about the event were shared after that. Hi-san stayed a bit longer to confirm some of the discussed points and take pictures/videos of the venue. If you would like to confirm that, feel free to ask Angela or Kenzie, as they were also in NAMBAR10 for a different meeting at that time.

Since Hi-san is involved in a wide range of events, from formal dinners to seminars, I briefly showed her Minami Teppanyaki Restaurant, Hana-Goyomi, and Table36 before she left. I did not check the exact time she left, but it was around 16:30, as you mentioned.

Regarding future event meetings, I will ensure that both you and Shimizu-san are invited, since most event organizers are Japanese, and proper translation will be required for decisions to be made accordingly.

There is no problem if you cannot respond within the working day, but please do not expect me to provide a detailed breakdown by 10 AM when my shift starts at 9 AM. As I hope you are aware, I have other tasks that took priority, and this was a time-consuming task as well.

Let me know if you need any more details.

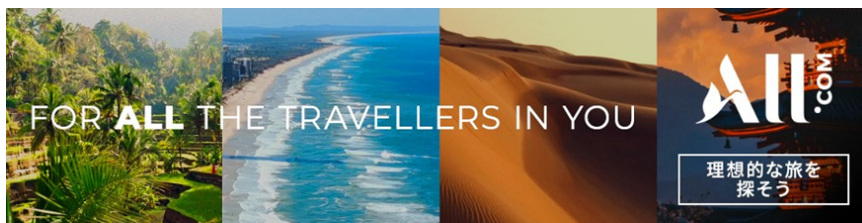
Best Regards,

デビッド・デ・ラ・クルス  
David De la Cruz

F&Bマーケティング  
F&B Marketing

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**From:** FORRESTER Steven <Steven.FORRESTER@swissotel.com>  
**Sent:** Thursday, March 6, 2025 10:19 PM  
**To:** David DELACRUZ <David.DelaCruz@swissotel.com>  
**Cc:** Atsuko YORIFUJI <Atsuko.Yorifuji@swissotel.com>; Yutaka MORIZONO <Yutaka.Morizono@swissotel.com>  
**Subject:** Meeting today

Hi David,  
 Noting you had a 30 minute meeting today for 'spring events' at 3.30pm.

Seems the meeting must have gone well as you were out of office for more than one hour, returning to office after 4.30pm.

Please give me a detailed breakdown of the working points of this meeting? As other company representatives had another meeting at 4pm there must have been more details shared without management presence.

Event name?

New innovations for the 'spring theme'?

Projected ROI?

Marketing initiatives planned to ensure success?

Once I have reviewed I will meet with prospective client to approve or renegotiate the event.

For any further event meetings, to speed up the process, please ensure that I am included in the initial meeting so that commercial decisions on such events can be promptly made accordingly.

Please send through by 10am Friday so I can respond within the work day.

Any and all events, menus, agreements or contracts within food and beverage must be approved by the Director of Food, Beverage and Culinary.

Regards,

Steve.

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