

## event bookings

**From** FORRESTER Steven <Steven.FORRESTER@swissotel.com>  
**Date** Tue 11/5/2024 1:46 PM  
**To** Swissotel Nankai Osaka FB Managers <SOS.FBManagers.DL@swissotel.com>  
**Cc** Mariangela SILVESTRE <Mariangela.Silvestre@swissotel.com>

 [Entertainment agreement form.xlsx](#)

Hi team,

Regarding outlet event bookings, please ensure all correspondence has Davids inclusion, with myself CC'd in.

Moving forward any events, with entertainment or special arrangements, will be required to sign off on an entertainment agreement form (attached) with as much detail as possible, in order to ensure we are making commercially viable decisions when it comes to hosting them.

I appreciate there are already a few under way or in the works, and I am happy to meet with the supplier to discuss the new procedure.

Please also ensure, once the agreement is signed off by all relevant parties, that you include the event in the promotional matrix worksheets. This will ensure visibility and also no overlap.

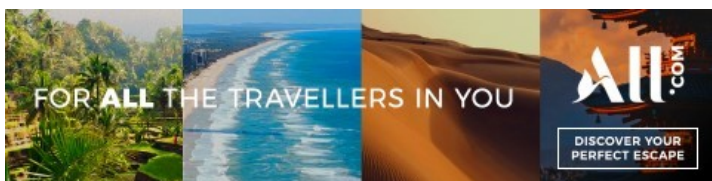
I appreciate there are a lot of new practices/ procedures, however, this will ideally streamline your workings and see more profitable outlets/ events.

Please see me should you have any queries.

スティーブン・フォレスター  
Steven Forrester  
料飲部長兼総料理長  
Director of Food & Beverage and Culinary

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