
Re: Shift on Sunday

From David DELACRUZ <David.DelaCruz@swissotel.com>

Date Fri 2/7/2025 5:04 PM

To FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>

Cc Yutaka MORIZONO <Yutaka.Morizono@swissotel.com>; Mariangela SILVESTRE <Mariangela.Silvestre@swissotel.com>

Hi Steve,

As requested, for clarification:

-How long does it take to put this together now that the template is complete?

The template helps streamline the process, but the content still requires coordination, gathering information, and design adjustments. It's difficult to say exactly how long it takes, even just for a first draft, since I'm also working on other things while working on the newsletter.

-But there's no actual work to be done on this until confirmed?

Correct, the workload is dependent on confirmation, but I remain in contact with the organizers and consider it an upcoming project.

-so pink flamingo and retro nights? As these are already up and running, what is the work that is required for these ongoing? Is it just setting dates and producing flyers? As there seems to be no external marketing required other than social posts, which Mackenzie is completing?

-please elaborate.

Setting dates, updating flyers, coordinating with organizers and performers, and other tasks depending on the event (e.g., making tickets for some events).

-what is the work required for a 'possible' gallery in 10th floor lobby- aren't we just waiting for the magazine guys to come back to us with artists?

No, it's not that. There's a separate proposal from a gallery owner who wants to display art professionally in the 10th-floor space. I expect to receive her proposal by the end of the week.

-If there are no new events, what is this workload- please explain

First off, there are new events. However, even without them, recurring ones still require updates and adjustments. Additionally, special menu design includes work for venue menus at outlets, such as the Chinese wine menu.

-How long does this take? Is it a long process?

The process varies depending on the number of menus, whether changes are needed, and if any corrections arise after uploading. As you might be aware, there are usually small corrections.

- Please share any leads you are working on? As Nambor 10 events are already mostly locked in, do you have any leads for other outlets?

I'm not sure which events are already "mostly locked in" apart from Retro Night and the Drag Queen Show—please clarify. As for other events, I'm working on several leads, and I'll share updates as they develop into something more concrete. An art event from Tokyo (contacted through the N10 SNS account), a fashion event (had a meeting with Yorifuji-san and the organizer), and a pin-up event (which fits the N10 vibe well).

I'm not entirely sure what you mean by 'pressure points,' but let me know if you need further clarification on anything specific.

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: Friday, February 7, 2025 10:58 AM

To: David DELACRUZ <David.DelaCruz@swissotel.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>

Cc: Yutaka MORIZONO <Yutaka.Morizono@swissotel.com>; Mariangela SILVESTRE <Mariangela.Silvestre@swissotel.com>

Subject: Re: Shift on Sunday

Thanks for sharing David,

For clarification, please share;

I just shared the first draft for the newsletter for Mar/Apr.

- thank you for this- how long does it take to put this together? Now that template is complete?

Other projects/workload:

The Kickboxing event if that is happening.

-but there's no actual work to be done on this until confirmed??

The events that are happening in N10, except for the Drag Queen Show.

-so pink flamingo and retro nights? As these are already up and running, what is the work that is required for these ongoing? Is it just setting dates and producing flyers? As there seems to be no external marketing required other than social posts, which Mackenzie is completing?

-please elaborate.

Possible gallery in the 10th floor lobby.

-what is the work required for a 'possible' gallery in 10th floor lobby- aren't we just waiting for the magazine guys to come back to us with artists?

The Online Audits.

- yes please keep this up,

Some design workload depending on the event and special menu.

-If there are no new events, what is this workload- please explain

Uploading menu to the microsite.

-How long does this take? Is it a long process?

Contacting other organizers for possible events (For N10 since other outlets lately do not have anything).

- please share any leads you are working on? As Nambar 10 events are already mostly locked in, do you have any leads for other outlets?

Please elaborate more on these items, so we may understand more where your pressure points are.

Thank you,

From: David DELACRUZ <David.DelaCruz@swissotel.com>

Sent: Thursday, February 6, 2025 5:35 PM

To: FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>

Cc: Yutaka MORIZONO <Yutaka.Morizono@swissotel.com>; Mariangela SILVESTRE <Mariangela.Silvestre@swissotel.com>

Subject: Re: Shift on Sunday

Hi Steve,

I just shared the first draft for the newsletter for Mar/Apr.

Other projects/workload:

The Kickboxing event if that is happening.

The events that are happening in N10, except for the Drag Queen Show.

Possible gallery in the 10th floor lobby.

The Online Audits.

Some design workload depending on the event and special menu.

Uploading menu to the microsite.

Contacting other organizers for possible events (For N10 since other outlets lately do not have anything).

If I think of something else, I will add it.

For the Calendar I will share it, please let me know if you do not get it.

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, February 6, 2025 1:30 PM

To: Shane EDWARDS <Shane.Edwards@swissotel.com>; David DELACRUZ <David.DelaCruz@swissotel.com>

Cc: Yutaka MORIZONO <Yutaka.Morizono@swissotel.com>; Mariangela SILVESTRE <Mariangela.Silvestre@swissotel.com>

Subject: Re: Shift on Sunday

Hi David,

As per Shane's email, please provide a list of your upcoming projects, ie. What you are working on? As I need to understand your workload and timelines.

As the newsletter draft is due today, can you confirm this will be shared today?

May you share your calendar with me so I can ensure management (myself or Morizono san) support at any meetings you have?

Thank you,

Warm Regards,
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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From: Shane EDWARDS <Shane.Edwards@swissotel.com>
Sent: Monday, January 20, 2025 10:54 AM
To: David DELACRUZ <David.DelaCruz@swissotel.com>
Cc: FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Yutaka MORIZONO <Yutaka.Morizono@swissotel.com>; Mariangela SILVESTRE <Mariangela.Silvestre@swissotel.com>
Subject: RE: Shift on Sunday

Dear David,

Thank you for the update.

Are you able to provide us with a list of your up-coming projects, so that we can ensure these are planned within your workload. Also we would like to start on the March / April newsletter so if you could please start gathering the relevant information.

Morizono san can I please ask you support David in attending meetings with suppliers.

Kind regards,

シェーン・エドワーズ
Shane Edwards

総支配人
General Manager

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From: David DELACRUZ <David.DelaCruz@swissotel.com>

Sent: Sunday, January 19, 2025 8:46 PM

To: Shane EDWARDS <Shane.Edwards@swissotel.com>

Cc: FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Yutaka MORIZONO <Yutaka.Morizono@swissotel.com>

Subject: Re: Shift on Sunday

Dear Shane,

About the calendar Edmond will help me on Monday since I could not figure out why is cannot share my personal calendar.

About Thursday, what meeting are you referring about?

About Sunday, should I include all the task completed as Bullet points? Please let me know if what I send needs some extra details.

- Meeting with Ito san about future events (Miss Japan). Will set up a meeting with more members of the team since is a big project.
- Meeting for a Runaway fashion event in August.
- Attended the Spotlight event, and met some new people interested in Events (beauty company launch party for a product).
- Finished F&B Online platform audit.
- Updated menu for Nambar 10 since drink prices changed.
- Started designing promotional material for Minami.
- Contacted and catch up with some event organizers about upcoming events.

See you tomorrow!

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

Swissôtel Nankai Osaka

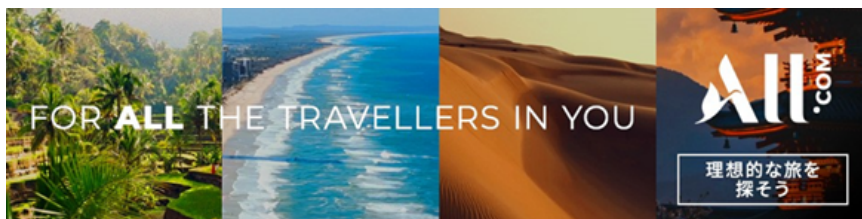
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From: Shane EDWARDS <Shane.Edwards@swissotel.com>
Sent: Friday, January 17, 2025 3:07 PM
To: David DELACRUZ <David.DelaCruz@swissotel.com>
Cc: FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Yutaka MORIZONO <Yutaka.Morizono@swissotel.com>
Subject: Shift on Sunday

Dear David,

Just so I can better understand your workflow on Sunday can you please provide me with bullet points of work completed before signing off at the end of your shift. As mentioned can you also ensure that your calendar is linked with mine as requested.

I understand that we have outstanding that you to complete on Sunday the outstanding audit, can I please have this done for my return on Monday. Could you also summaries your meeting from Thursday and your scheduled meeting on Sunday for our team discussion next week. Morizono san is here on Sunday so any operational needs in mine and Steve's absence can be discussed with him after your start time 1200 noon.

Hope you enjoyed your days off and we look forward to catching you Monday morning.

Kind regards,

シェーン・エドワーズ
Shane Edwards
総支配人
General Manager

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