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RE: Roster for January

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From Shane EDWARDS <Shane.Edwards@swissotel.com>

Date Wed 1/22/2025 1:27 PM

To FORRESTER Steven <Steven.FORRESTER@swissotel.com>

Cc Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>; David DELACRUZ <David.DelaCruz@swissotel.com>

Hi Steve,

Appreciate the feedback, David as you worked yesterday I will give you this Saturday off. Agreed we need to get the other areas moving so important you are here when we are here for easy communication.

Kind regards,

シェーン・エドワーズ  
Shane Edwards

総支配人  
General Manager

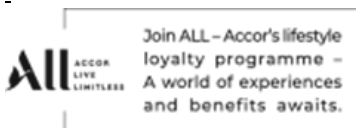
**Swissôtel Nankai Osaka**

スイスホテル南海大阪  
5-1-60 Namba, Chuo-ku, Osaka 542-0076 Japan

大阪市中央区難波5-1-60

Tel: +81 (0) 6 6646 1111 | Fax: +81 (0) 6 6646 5201

[Shane.Edwards@swissotel.com](mailto:Shane.Edwards@swissotel.com) | [swissotelnankaiosaka.com](http://swissotelnankaiosaka.com) | [swissotel.com](http://swissotel.com) | [all.accor.com](http://all.accor.com)



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From: FORRESTER Steven <Steven.FORRESTER@swissotel.com>

Sent: Wednesday, January 22, 2025 1:23 PM

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

Cc: Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>; David DELACRUZ <David.DelaCruz@swissotel.com>

Subject: Re: Roster for January

It's ok to cancel the meeting tomorrow, so I don't mind so much.

However, there's not really requirement for David to work on Saturday, its the same event as normal, and Yorifuji san and Peter are well equipped to handle it.

The only requirement from F&B marketing is to ensure that the screens/ signage is out, but that should be completed prior to Saturday.

I would like Davids focus to be on ensuring marketing of new events, such as Hospo night, and additionally the newsletter for earlier completion.

There are still some follow ups required for the online platform audit that needs completion.

Next Wednesday, David is required at the F&B marketing meeting.

Steve.

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

**Swissôtel Nankai Osaka**  
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5-1-60 Namba, Chuo-ku, Osaka 542-0076 Japan

大阪市中央区難波5-1-60

Tel: +81 (0) 6 6646 1111 | Fax: +81 (0) 6 6648 0331

[Steven.FORRESTER@swissotel.com](mailto:Steven.FORRESTER@swissotel.com) | [swissotelnankaiosaka.com](http://swissotelnankaiosaka.com) | [swissotel.com](http://swissotel.com) | [all.accor.com](http://all.accor.com)



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**From:** Shane EDWARDS <[Shane.Edwards@swissotel.com](mailto:Shane.Edwards@swissotel.com)>

**Sent:** Wednesday, January 22, 2025 11:57 AM

**To:** FORRESTER Steven <[Steven.FORRESTER@swissotel.com](mailto:Steven.FORRESTER@swissotel.com)>

**Cc:** Jadesofia MASIGAN <[Jadesofia.Masigan@swissotel.com](mailto:Jadesofia.Masigan@swissotel.com)>; David DELACRUZ <[David.DelaCruz@swissotel.com](mailto:David.DelaCruz@swissotel.com)>

**Subject:** RE: Roster for January

Dear Steve,

Can you please advise on the below if you have meetings scheduled next Wednesday and Thursday that David needs to attend? Thursday is F&B Revmax. This week with Jayesh away do we want to push through with this weeks?

Kind regards,

シェーン・エドワーズ  
Shane Edwards

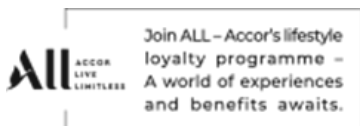
総支配人  
General Manager

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スイスホテル南海大阪

5-1-60 Namba, Chuo-ku, Osaka 542-0076 Japan

大阪市中央区難波5-1-60



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**From:** David DELACRUZ <[David.DelaCruz@swissotel.com](mailto:David.DelaCruz@swissotel.com)>  
**Sent:** Wednesday, January 22, 2025 11:41 AM  
**To:** Shane EDWARDS <[Shane.Edwards@swissotel.com](mailto:Shane.Edwards@swissotel.com)>  
**Cc:** Jadesofia MASIGAN <[Jadesofia.Masigan@swissotel.com](mailto:Jadesofia.Masigan@swissotel.com)>  
**Subject:** Re: Roster for January

Hi Shane,

Thank you for the help. That's right, I have the F&B revenue meeting tomorrow.  
So would it be possible to take the day off next Wednesday or Thursday?

I would prefer to work on Saturday because of the event to check everything runs smoothly and just in case there is something needed.

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**  
スイスホテル南海大阪

5-1-60 Namba, Chuo-ku, Osaka 542-0076 Japan  
大阪市中央区難波5-1-60  
Tel: +81 (0) 6 6646 5009 (Ext: 8619) | Fax: +81 (0) 6 6646 5013  
[David.Delacruz@swissotel.com](mailto:David.Delacruz@swissotel.com) | [swissotelnankaiosaka.com](http://swissotelnankaiosaka.com) | [swissotel.com](http://swissotel.com) | [all.accor.com](http://all.accor.com)



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