

Philippine International Convention Center

EVENT ORDER

Ref No.

Date Prepared

June 14, 2012

Event Officer

VINCENT R. PILIEN

EVENT NAME MANNY PANGILINAN'S BIRTHDAY CELEBRATION

Organizer SMART COMMUNICATIONS

DATE/DAY Saturday, July 14, 2012

Decision Maker/Designation : Julie Carceller - Head - Marketing

TIME Actual July 14, 2012 Saturday 4PM-8PM

Address : Ayala Ave., Makati City

Tel: Fax: Cell: 0918-888888 E-Mail :

HALL/ROOM LH [LEADER'S HALL]

Expected No. of Pax 500 pax

Brief Description/Nature of Event SPECIAL EVENTS

SUMMARY OF CHARGES	Room Rental	P0.00
	VAT	P 0.00
	Contingency	0.00
	Refund	P0.00
	Total Estimate	P 0.00

BILLING ARRANGEMENT

Total Payment to date : P

Balance Payment On :

PHYSICAL SET-UP

SEATING ARRANGEMENT

- ☒ Banquet (Round) for 500 pax

STAGE/PLATFORM

- ☒ Extended c/o PICC, 12ft x 20ft x 1.5ft

OTHER FURNITURE INSIDE ROOM/HALL

REGISTRATION AREA

- ☒ Registration Table & Chairs for 8 persons outside Leaders hall

- ☒ Stanchions, 10 posts

SIGNAGES

- ☒ Lobby Posting

- ☒ Directional

OTHER PHYSICAL REQUIREMENTS

- ☒ 2 white panels in front of Leaders Hall
2 wooden signage stands in front of Leaders Hall

SECURITY

- ☒ Designated Parking Area, Reserved Delegation Bldg parking

- ☒ Metro parking shall collect VIP carpasses. No charging please.
Delegation parking is for Manny Pangilinan's VIP guests

TECHNICAL REQUIREMENTS

- ☒ Cue Phone, 1 unit each left and right of stage, 2 units at tech booth,
☒ Portable Screen, c/o organizer
☒ Sound reinforcement: Sound Check Unlimited

- ☒ Extension Cord, TSD shall provide standby extension cords
☒ LCD Projector, c/o organizer

OTHER TECHNICAL REQUIREMENTS

- ☒ Please assist suppliers and client during set-up

FACILITIES

- ☒ Sofa/Settee
☒ Piano, upright located near the platform, for tuning

- ☒ Pocket Garden: at the middle of the hall
☒ Lounging Chair

OTHER FACILITIES REQUIREMENTS

F & B REQUIREMENTS

- ☒ Caterer, Via Mare
☒ Color Motif/Theme: Blue

- ☒ Service Time: 6pm

OTHER F & B REQUIREMENTS

RECEIVING BOX

GM

Director, TSD

Asst Dir, EECSD

Asst Dir, BMSD

Asst Dir, MSD

Asst. Dir, FPD

Security Officers

TSD Leadman

IT Officer
Comptroller

Tech. Sup, Stagecraft

Opr. Mgr., Via Mare

Philippine International Convention Center

EVENT ORDER

Ref No.

Date Prepared June 14, 2012
Event Officer VINCENT R. PILIEN

EVENT NAME PHILIPPINE POPULAR MUSIC FESTIVAL

Organizer PHILIPPINE POPULAR MUSIC FOUNDATION

DATE/DAY Friday, July 13, 2012 (July 12-14) option
TIME SETUP W/O AIRCON July 13,2012 Friday 12AM-12PM 1
SETUP W/O AIRCON July 13,2012 Friday 12AM-4PM 2
SETUP W/O AIRCON July 13,2012 Friday 12AM-4PM 4
ACTUAL W/ AIRCON July 13,2012 Friday 4PM-12PM 5
REHEARSAL W/ AIRCON July 13,2012 Friday 4PM-12PM 3

Contact Person/Designation : Patricia Hizon - Coordinator
Address : Maynilad Main Office
Tel: Fax: Cell: 0919-8888888 E-Mail : patricia.hizon@gmail.com

HALL/ROOM PH [PLENARY HALL]
Expected No. of Pax 3,500 pax
Brief Description/Nature of Event SPECIAL EVENTS

SUMMARY OF CHARGES	Room Rental	P0.00	BILLING ARRANGEMENT
	VAT	P 0.00	
	Contingency	0.00	Total Payment to date : P
	Refund	P0.00	
	Total Estimate	P 0.00	Balance Payment On :

PHYSICAL SET-UP

SEATING ARRANGEMENT

☒ Theatre style for 3,500 persons

STAGE/PLATFORM

☒ Extended c/o Org

OTHER FURNITURE INSIDE ROOM/HALL

☒ Flagpole Stand, 2 units
☒ Control/Technical Table, 4 working tables, rear flat right with 10 chairs

☒ Flagpole, 2 units

REGISTRATION AREA

☒ Registration Table & Chairs for 8 persons

SIGNAGES

☒ Lobby Posting ☒ Directional

OTHER PHYSICAL REQUIREMENTS

☒ 5 azuma chairs each in all disabled area, level 3

SECURITY

☒ Metro Parking to get the VIP carpass. Do not ask for payment.

TECHNICAL REQUIREMENTS

☒ Acrylic Podium, 1 unit ☒ Portable Screen, c/o client
☒ LCD Projector, c/o client ☒ Sound reinforcement: SoundCheck
☒ Technician/s, please assist tech suppliers during set-up.

OTHER TECHNICAL REQUIREMENTS

FACILITIES

☒ Philippine Flag ☒ Pocket Garden at the PH/RH lobby
☒ Lounge, PH lounge ☒ Dressing Room, Speakers Lounge and 2 dressing rooms
☒ Make sure that all toilets are clean and with amenities

OTHER FACILITIES REQUIREMENTS

F & B REQUIREMENTS

☒ F & B station at the Upper Lobby

OTHER F & B REQUIREMENTS

RECEIVING BOX

GM

Director, TSD

Asst Dir, EECSD

Asst Dir, BMSD

Asst Dir, MSD

Asst. Dir, FPD

Security Officers

TSD Leadman

Comptroller

Tech. Sup, Stagecraft

Op. Mgr., Via Mare

EVENT NAME PHILIPPINE POPULAR MUSIC FESTIVAL

Organizer PHILIPPINE POPULAR MUSIC FOUNDATION

DATE/DAY Friday, July 13, 2012

Contact Person/Designation : Patricia Hizon - Coordinator

TIME SETUP W/O AIRCON July 13,2012 Friday 12AM-12PM
SETUP W/O AIRCON July 13,2012 Friday 12AM-4PM
SETUP W/O AIRCON July 13,2012 Friday 12AM-4PM
ACTUAL W/ AIRCON July 13,2012 Friday 4PM-12PM
HEARSALW/ AIRCON July 13,2012 Friday 4PM-12PM

Address : Maynilad Main Office

Tel : **Fax** : **Cell** : 0919-8888888 **E-Mail** : patricia.hizon@gmail.com

HALL/ROOM PH [PLENARY HALL]

Expected No. of Pax 3,500 pax

Brief Description/Nature of Event SPECIAL EVENTS

SUMMARY OF CHARGES			BILLING ARRANGEMENT
Room Rental	P0.00		
VAT	P 0.00		
Contingency	0.00		Total Payment to date : P
Refund	P0.00		
Total Estimate	P 0.00		Balance Payment On :

SPECIAL ARRANGEMENTS/OTHER IMPORTANT INFO

IT REQUIREMENTS

- ☒ wifi
PhilPop announcements in all plasma TVs

RECEIVING BOX

GM	Asst Dir, EECSD	Asst. Dir, FPD	Comptroller
Director, TSD	Asst Dir, BMSD	Security Officers	Tech. Sup, Stagecraft
	Asst Dir, MSD	TSD Leadman	Opr. Mgr., Via Mare

Philippine International Convention Center

EVENT ORDER

Ref No. 7.09.2012

Date Prepared June 14, 2012

Event Officer MARICAR S. DE MESA

EVENT NAME GLENN MILLER ORCHESTRA LIVE IN MANILA

Organizer OVATION PRODUCTIONS, INC. (other info input)

DATE/DAY Monday, July 2, 2012

TIME SETUP W/O AIRCON July 2, 2012 Monday 11AM-7PM

ACTUAL W/ AIRCON July 2, 2012 Monday 7PM-11PM

Comments: *Went like contact person should be revised by EO instead of Reservations.*

→ *SHD specify other input info of Organizer like contact person / address for / tel no*

HALL/ROOM PH (PLENARY HALL)

Expected No. of Pax 0 pax - ? *What key to use to*

Brief Description/Nature of Event SPECIAL EVENTS *enroute # of pax / SHD be amended by EOs for adjustments (detailed & input but did not print my input.)*

SUMMARY OF CHARGES
Room Rental P0.00
VAT P0.00
Contingency 0.00
Refund P0.00
Total Estimate P 314,000.00

BILLING ARRANGEMENT

Total Payment to date : P

Balance Payment On :

SHD be filled up by EOs (but which key to use?)

PHYSICAL SET-UP

SEATING ARRANGEMENT

☒ Theatre style for 3,500 persons

STAGE/PLATFORM

☒ Extended c/o Org

OTHER FURNITURE INSIDE ROOM/HALL

☒ Control/Technical Table

☒ Dance Floor

☒ Location at Rear Right

☒ c/o Organizer

REGISTRATION AREA

☒ Registration Table & Chairs

SIGNAGES

☒ Directional

OTHER PHYSICAL REQUIREMENTS

☒ clothes rack & portable mirrors inside Speakers Lounge & Dressing Room

SECURITY

☒ Designated Parking Area

TECHNICAL REQUIREMENTS

☒ Follow Spot

☒ Sound reinforcement

☒ Light reinforcement

OTHER TECHNICAL REQUIREMENTS

☒ ligh & sounds c/o Soundcheck
videography c/o MVS
Genset c/o Red Tech

FACILITIES

☒ Pocket Garden

☒ Dressing Room

☒ Lounge

OTHER FACILITIES REQUIREMENTS

F & B REQUIREMENTS

☒ Food & Bev. Station

☒ to be located at the PH lobby

OTHER F & B REQUIREMENTS

☒ Pre Concert Dinner at the Upper Lobby

Comments:

- on action phy.
→ *revise template*

- Amend the "Set up" box of Event Schedules
SHD be referred as TIME instead of theater, classrooms, etc.

- Instead of ~~START TIME~~, can be set up time (8AM-10) w/o AC
End time can be Actual time w/ AC (10AM-12PM)

RECEIVING BOX

Asst Dir, EECSD

Asst. Dir, FPD

Comptroller

GM

Asst Dir, BMSD

Security Officers

Tech. Sup, Stagecraft

Director, TSD

Asst Dir, MSD

TSD Leadman

Opr. Mgr., Via Mare

EVENT NAME GLENN MILLER ORCHESTRA LIVE IN MANILA

Organizer OVATION PRODUCTIONS, INC.

DATE/DAY Monday, July 2, 2012

TIME SETUP W/O AIRCON July 2,2012 Monday 11AM-7PM

ACTUAL W/ AIRCON July 2,2012 Monday 7PM-11PM

HALL/ROOM PH [PLENARY HALL]

Expected No. of Pax 0 pax

Brief Description/Nature of Event SPECIAL EVENTS

SUMMARY OF CHARGES	Room Rental	P0.00
	VAT	P 0.00
	Contingency	0.00
	Refund	P0.00
	Total Estimate	P 314,000.00

BILLING ARRANGEMENT

Total Payment to date : P

Balance Payment On :

SPECIAL ARRANGEMENTS/OTHER IMPORTANT INFO

☒ Artist: Glenn Miller Orchestra

IT REQUIREMENTS

RECEIVING BOX

GM

Director, TSD

Asst Dir, EECSD

Asst Dir, BMSD

Asst Dir, MSD

Asst. Dir, FPD

Security Officers

TSD Leadman

Comptroller

Tech. Sup, Stagecraft

Opr. Mgr., Via Mare

Philippine International Convention Center

EVENT ORDER

Ref No.

Date Prepared

June 14, 2012

Event Officer

PAOLA VALDESCONA

EVENT NAME INTERACTIVE SEMINAR

Organizer E. EXCEL INTERNATIONAL

DATE/DAY Saturday, July 28, 2012

TIME SETUP W/O AIRCON July 28,2012 Saturday 2AM-8AM

ACTUAL W/ AIRCON July 28,2012 Saturday 8AM-12PM

HALL/ROOM SHC [SUMMIT HALL C]

Expected No. of Pax 0 pax

Brief Description/Nature of Event MEETINGS

SUMMARY OF CHARGES	Room Rental	P0.00	BILLING ARRANGEMENT
	VAT	P 0.00	
	Contingency	0.00	
	Refund	P0.00	
	Total Estimate	P 0.00	
			Total Payment to date : P
			Balance Payment On :

PHYSICAL SET-UP

SEATING ARRANGEMENT

☒ Theatre style for 700 persons

STAGE/PLATFORM

☒ Stage c/o PICC, measurement 8ft. x 16ft. x 1.5 ft.

☒ Skirting c/o PICC

OTHER FURNITURE INSIDE ROOM/HALL

REGISTRATION AREA

☒ Registration Table & Chairs for 4 persons

SIGNAGES

☒ Directional

☒ other signages c/o client

OTHER PHYSICAL REQUIREMENTS

SECURITY

☒ 5 complimentary tickets for VIPs at the secretariat parking area

TECHNICAL REQUIREMENTS

OTHER TECHNICAL REQUIREMENTS

FACILITIES

OTHER FACILITIES REQUIREMENTS

F & B REQUIREMENTS

OTHER F & B REQUIREMENTS

SPECIAL ARRANGEMENTS/OTHER IMPORTANT INFO

☒ Set-up is applicable for Summit Halls C&D

IT REQUIREMENTS

☒ Personal appearance by JBH during actual event for troubleshooting

RECEIVING BOX

GM

Director, TSD

Asst Dir, EECSD

Asst Dir, BMSD

Asst Dir, MSD

Asst. Dir, FPD

Security Officers

TSD Leadman

Comptroller

Tech. Sup, Stagecraft

Opr. Mgr., Via Mare

Philippine International Convention Center

EVENT ORDER

Ref No.

Date Prepared

June 14, 2012

Event Officer

PAOLA VALDESCONA

EVENT NAME INTERACTIVE SEMINAR

Organizer E. EXCEL INTERNATIONAL

DATE/DAY Saturday, July 28, 2012

TIME SETUP W/O AIRCON July 28,2012 Saturday 2AM-8AM

ACTUAL W/ AIRCON July 28,2012 Saturday 8AM-12PM

HALL/ROOM SHC [SUMMIT HALL C]

Expected No. of Pax 0 pax

Brief Description/Nature of Event MEETINGS

SUMMARY OF CHARGES	Room Rental	P0.00	BILLING ARRANGEMENT
	VAT	P 0.00	
	Contingency	0.00	
	Refund	P0.00	
	Total Estimate	P 0.00	
			Total Payment to date : P
			Balance Payment On :

PHYSICAL SET-UP

SEATING ARRANGEMENT

☒ Theatre style for 700 persons

STAGE/PLATFORM

☒ Stage c/o PICC, measurement 8ft. x 16ft. x 1.5 ft.

☒ Skirting c/o PICC

OTHER FURNITURE INSIDE ROOM/HALL

REGISTRATION AREA

☒ Registration Table & Chairs for 4 persons

SIGNAGES

☒ Directional

☒ other signages c/o client

OTHER PHYSICAL REQUIREMENTS

SECURITY

☒ 5 complimentary tickets for VIPs at the secretariat parking area

TECHNICAL REQUIREMENTS

OTHER TECHNICAL REQUIREMENTS

FACILITIES

OTHER FACILITIES REQUIREMENTS

F & B REQUIREMENTS

OTHER F & B REQUIREMENTS

SPECIAL ARRANGEMENTS/OTHER IMPORTANT INFO

IT REQUIREMENTS

Philippine International Convention Center

EVENT ORDER

Ref No. 7.08.2012

Date Prepared June 14, 2012
Event Officer ROLANDO C. TURAO

EVENT NAME DOULOS FOR CHRIST CELL CELEBRATION

Organizer DOULOS FOR CHRIST

DATE/DAY Sunday, July 1, 2012

Contact Person/Designation : Pearl Laurente - Administrator

TIME SETUP W/O AIRCON July 1, 2012 Sunday 2AM-10AM

Address :

~~SETUP W/O AIRCON July 1, 2012 Sunday 10AM-4PM~~

Tel : 567-1183 Fax : Cell : 0917-8088955 E-Mail :

ACTUAL W/ AIRCON July 1, 2012 Sunday 10AM-4PM

~~Actual July 1, 2012 Sunday 10AM-4PM~~

~~Actual July 1, 2012 Sunday 10AM-4PM~~

HALL/ROOM F3 [FORUM 3]

Expected No. of Pax 1,000 pax

Brief Description/Nature of Event SPECIAL EVENTS

SUMMARY OF CHARGES	Room Rental	P0.00
	VAT	P 0.00
	Contingency	0.00
	Refund	P0.00
	Total Estimate	P 369,500.00

BILLING ARRANGEMENT

Total Payment to date : P

Balance Payment On :-

PHYSICAL SET-UP

SEATING ARRANGEMENT

☒ Theatre style for 700 persons

STAGE/PLATFORM

☒ Extended c/o PICC, 16ft. x 40ft. x 3ft., by the wall of Hall 2/3

☒ Skirting c/o PICC, black

OTHER FURNITURE INSIDE ROOM/HALL

☒ Control/Technical Table, 2 working tables

REGISTRATION AREA

SIGNAGES

☒ Directional, entrance of Hall 3

OTHER PHYSICAL REQUIREMENTS

SECURITY

☒ reserve 5 parking slots in front of hall 3 for VIP's

TECHNICAL REQUIREMENTS

☒ Light reinforcement

☒ Sound reinforcement

☒ Motorized Podium

OTHER TECHNICAL REQUIREMENTS

FACILITIES

☒ Plants on the stage area

OTHER FACILITIES REQUIREMENTS

F & B REQUIREMENTS

☒ Caterer, Via Mare

☒ Food & Bev. Station

OTHER F & B REQUIREMENTS

SPECIAL ARRANGEMENTS/OTHER IMPORTANT INFO

- ☒ 1) Extension of room usage after 4pm without aircon
- 2) Allow children below 7yrs. old
- 3) Open gate by 9am
- 4) No I.D.s but will provide marshalls and ushers

IT REQUIREMENTS

RECEIVING BOX

GM
Director, TSD

Asst Dir, EECSD
Asst Dir, BMSD
Asst Dir, MSD

Asst. Dir, FPD
Security Officers
TSD Leadman

Comptroller
Tech. Sup, Stagecraft
Opr. Mgr., Via Mare

Philippine International Convention Center

EVENT ORDER

Ref No. 7.08.2012

Date Prepared

June 14, 2012

Event Officer

ROLANDO C. TURAO

EVENT NAME DOULOS FOR CHRIST CELL CELEBRATION

Organizer DOULOS FOR CHRIST

DATE/DAY Thursday, June 14, 2012
TIME

HALL/ROOM

Expected No. of Pax 0 pax

Brief Description/Nature of Event SPECIAL EVENTS

SUMMARY OF CHARGES	Room Rental	P0.00	BILLING ARRANGEMENT
	VAT	P 0.00	Total Payment to date : P
	Contingency	0.00	
	Refund	P0.00	Balance Payment On :
	Total Estimate	P 369,500.00	

PHYSICAL SET-UP

SEATING ARRANGEMENT

STAGE/PLATFORM

OTHER FURNITURE INSIDE ROOM/HALL

REGISTRATION AREA

SIGNAGES

OTHER PHYSICAL REQUIREMENTS

SECURITY

TECHNICAL REQUIREMENTS

OTHER TECHNICAL REQUIREMENTS

FACILITIES

OTHER FACILITIES REQUIREMENTS

F & B REQUIREMENTS

OTHER F & B REQUIREMENTS

SPECIAL ARRANGEMENTS/OTHER IMPORTANT INFO

IT REQUIREMENTS

RECEIVING BOX

GM

Director, TSD

Asst Dir, EECSD

Asst Dir, BMSD

Asst Dir, MSD

Asst. Dir, FPD

Security Officers

TSD Leadman

Comptroller

Tech. Sup, Stagecraft

Opr. Mgr., Via Mare

5 June 2012

ACTUAL CHARGES REPORT

Reference Number: 6.04.2012
Event Name: UST-ALFREDO M. VELAYO COLLEGE OF ACCOUNTANCY SOLEMN INVESTTURE
Event Date: 1 June 2012

I. ACTUAL CHARGES TO ORGANIZER

A. ROOM RENTAL	P	261,250.00
PLENARY HALL		
1 June 2012 / 2:00PM - 7:00PM (actual with aircon)	261,250.00	
Sub-Total		261,250.00
12%VAT		<u>31,350.00</u>
Total		292,600.00
B. ADDITIONAL CHARGES		23,995.20
1. Power consumption charges	800.00	
2. Rental of 2 units x 10.5' x 14' Portable Screen	12,936.00	
3. Photographer's Fee (P22.40 x 458)	10,259.20	
TOTAL CHARGES	P	316,595.20
C. PAYMENT/S MADE		380,400.00
7 February 2012 OR# 12876	95,000.00	
7 February 2012 OR# 12875	95,000.00	
24 April 2012 OR# 13361	190,400.00	
D. REFUND:		
MINERVA O. CRUZ	P	63,804.80
Contact: Josephine G. Relis College Secretary UST-AMV COLLEGE OF ACCOUNTANCY España Blvd., Sampaloc, Manila Tel. No. (Fax No.) 406 /1611	Mobile No. (Email Address:) ustamvcoa.2005@gmail.com	

II. F & B AND OTHERS (For Comptroller's Info)

A. Without F&B requirements

Prepared by:

Noted by:

ROLANDO C. TURAO
Events Services Officer

ELIZABETH B. AGUILA
Assistant Director
Events Management Division

4 April 2012

ACTUAL CHARGES REPORT

Reference Number: 3.39.2012
Event Name: PUBLIC GOVERNANCE FORUM
Event Date: 30 MARCH 2012

I. ACTUAL CHARGES TO ORGANIZER

A. ROOM and F/B RENTAL P 270,600.00

Package A. (Php2,255.00 net/pax x 120 pax)

MEETING ROOM 2/3

30 March 2012 / 8:00AM-2:00PM
(actual with aircon)

MEETING ROOM 6

30 March 2012 / 2:00PM - 6:00PM
(actual with aircon)

MEETING ROOM 7

30 March 2012 / 2:00PM - 6:00PM
(actual with aircon)

MEETING ROOM 8

30 March 2012 / 2:00PM - 6:00PM
(actual with aircon)

*Round table set-up for 120 pax at Meeting rooms 2/3

*Theater set-up for 40 pax in each room at Meeting rooms 6-8

*Via Mare AM snacks /buffet lunch / PM snacks for 120 pax min.
guarantee @Php2,255.00 net/pax

* AM snacks and buffet lunch inside Meeting Rooms 2/3

* PM snacks inside Meeting Rooms 6-8

Package B. (Php635.00 net/pax x 150 pax)

MEETING ROOM 5

95,250.00

30 March 2012 / 6:00AM-8:00PM
(actual with aircon)

* Cocktail set-up for 150 pax

* Via Mare Cocktails for 150 pax minimum guarantee
@ Php635.00 net per person

SUB-TOTAL 1 P 365,850.00

B. OTHER CHARGES P 129,881.00

1) Power consumption charges 5,696.00

2) AM Snacks for 125 pax @P183.00/pax (S.I. NO.86317 22,875.00

3) Lunch Buffet for 130 pax @P700.00/pax (S.I. NO.8631 91,000.00

4) PM Snacks for 30 pax @P183.00/pax (S.I. NO.86317) 5,490.00

5) 5 Red wine @P964.00/bot. (S.I. NO.86317) 4,820.00

SUB-TOTAL 2 P 495,731.00

C. PAYMENT/S MADE P 415,000.00

2 March 2012 O.R. NO. 90,750.00

22 March 2012 O.R. NO. 13186 170,000.00

30 March 2012 O.R. NO. 13256 154,250.00

E. COLLECTIBLE: P -80,731.00

INSTITUTE FOR SOLIDARITY IN ASIA

Contact: Ms. Gabrielle Marie C. Antonio

Program Assistant for Research and Communication

9/F Philamlife Tower, Pasea de Roxas, Makati City

Telefax. Nos. 886-3652 / 845-2867

E-mail address: mantonio@isacenter.org

II. F & B AND OTHERS (For Comptroller's Info)

A. Additional Income (Buffer) P 1,089.90

Prepared by:

Noted by:

ROLANDO C. TURAO
Events Services Officer

ELIZABETH B. AGUILA
Assistant Director
Events Management Division

ACTUAL CHARGES REPORT

Reference Number: 2.02.2012
 Event Name: PHILIPPINE ACADEMY OF FAMILY PHYSICIANS 51st ANNIVERSARY
 AND ANNUAL CONVENTION
 Event Date: 15 -18 February 2012

I. ACTUAL CHARGES TO ORGANIZER**A. ROOM RENTAL**

1. Conference Rooms P 562,125.00

RECEPTION HALL

February 16, 2012 / 12:01AM-8AM P -

Set-up without aircon

February 16-18, 2012 / 8AM-11AM 482,625.00

Actual with aircon

FORUM 3

February 15, 2012 / 6AM-1PM -

Set-up without aircon

February 15, 2012 / 1PM-5PM 47,000.00

Actual with aircon

MEETING ROOM 2

February 18, 2012 / 9AM-1PM -

Set-up without aircon

February 18, 2012 / 1PM-3PM 15,000.00

Actual with aircon

MEETING ROOM 4

February 18, 2012 / 9AM-1PM -

Set-up without aircon

February 18, 2012 / 1PM-3PM 17,500.00

Actual with aircon

2. Exhibit & Hospitality Areas P 758,800.00

PICC FORUM 1-2 (3,077 sq. m.)

February 15, 2012 / 8AM-6PM P 135,500.00

Contractors'/Exhibitors' Ingress w/o aircon

February 16-18, 2012 / 11AM-6PM 569,100.00

Actual with aircon

February 18, 2012 / 6PM-10PM 54,200.00

Egress without aircon

3. Ancillary Areas P 196,875.00

D-REGISTRATION COUNTER WITH INNER ROOMS

February 14, 2012 / 9AM - 5PM P -

Setup w/o aircon

February 15-18, 2012 / 8AM-5PM 180,000.00

Actual with aircon

DOCUMENTS DISTRIBUTION WITH INNER ROOMS

February 17, 2012 / 12:01AM-8AM -

Setup w/o aircon

February 17, 2012 / 8AM-5PM 16,875.00

Actual with aircon

UPPER LOBBY AREA

February 15, 2012 / 12:01AM-9AM -

Setup w/o aircon

February 15-18, 2012 / 9AM-5PM -

Actual with aircon

DELEGATE'S LOUNGE

February 16, 2012 / 3AM-11AM

Setup w/o aircon

February 16-18, 2012 / 11AM-3PM

Actual with aircon

SUB-TOTAL	1,517,800.00
PLUS 12% VAT	182,136.00
TOTAL	1,699,936.00

B. LUNCHEON SYMPOSIA PACKAGE RATE (R/F)

February 16, 2012 / 11AM-3PM (P790.00 net / head x 1,550 pax) 1,224,500.00

Meeting Room 2\3	360 pax
Meeting Room 5	240 pax
Meeting Room 6	160 pax
Summit Halls C	240 pax
Summit Halls E/F	200 pax
Banquet Hall	<u>350</u> pax
	1550 pax

February 17, 2012 / 11AM-3PM (P790.00 net / head x 1,830 pax) P 1,445,700.00

Meeting Room 2\3	360 pax
Meeting Room 5	240 pax
Meeting Room 6	160 pax
Meeting Room 11	120 pax
Meeting Room 12	120 pax
Summit Halls C	240 pax
Summit Halls E/F	240 pax
Banquet Hall	<u>350</u> pax
	1830 pax

February 18, 2012 / 11AM-1PM (P790.00 net / head x 820 pax) P 647,800.00

Meeting Room 2\3	300 pax
February 18, 2012 / 11AM-3PM	
Meeting Room 5	240 pax
Meeting Room 6	160 pax
Meeting Room 12	<u>120</u> pax
	820 pax

LUNCHEON PACKAGE P **3,318,000.00****TOTAL A & B** P **5,017,936.00****C. ADDITIONAL CHARGES (inclusive of VAT)** P **197,760.50**

1-hour extension with aircon at Banquet Halls on Feb. 16	12,600.00
1-hour extension with aircon at Meeting Rm 3 on Feb. 18	8,400.00
1-hour extension with aircon at Meeting Rm 4 on Feb. 18	9,800.00
1-hour extension with aircon at Meeting Rm 6 on Feb. 16 & 17	14,000.00
1-hour extension without aircon at Meeting Rm 6 on Feb. 17	3,500.00
1-hour extension with aircon at Meeting Room 12 on Feb. 17	11,200.00
Rental of 1 lapel at Meeting Room 12 on Feb. 17	2,240.00
Additional Food and Beverages	94,018.50
Power Consumption Charges	42,002.00

TOTAL CHARGES P **5,215,696.50****D. PAYMENT/S MADE** P **5,520,000.00**

August 15, 2011	OR# 12153	1,400,000.00
February 13, 2012	OR# 12923	3,000,000.00
February 15, 2012	OR# 12947	1,120,000.00

E. REFUND TO P **304,303.50****CHECK PAYABLE TO: PHILIPPINE ACADEMY OF FAMILY PHYSICIANS, INC.**

Contact: DR. ANNIE FRANCISCO, M.D
Over-all Chair
2336 Marconi St., Makati City
Tel. No. 844-2135
Fax No. 844-3436

II. F & B AND OTHERS (For Comptroller's Info)

A. Attached Banquet Event Order

B. Buffer

Total Buffer

P 456,400.00

Less:

443,116.40

1. Rental of professional Audio Equipment (Stagecraft)	P	39,200.00
2. A/V Equipment Rental Contract (Microdata)		215,712.00
3. 15% Commission from Microdata		28,890.00
4. Two-hours use of Meeting Rm 4 on Feb 17 with aircon		19,600.00
5. Two-hours use of Function Room B on Feb 18 with aircon		5,040.00
6. Rental of 2 LCD projectors on Feb 16-18		67,200.00
7. Rental of two 6 x8ft screen on Feb 16		716.80
8. Rental of three 6 x8ft screen Feb 17		1,075.20
9. Rental of one 6 x8ft screen Feb 18		358.40
10. Telephone installation at D-Registration		2,587.20
11. 1 unit 6x8 screen (Feb. 16 & 17, 2012 @ BQH)		716.80
12. 1-hour extension with aircon at Reception Hall on Feb. 16		58,520.00
14. 1-hour extension without aircon at Meeting Rm 6 on Feb. 16		3,500.00

Additional Income**P 13,283.60**C. Pending Discount in the amount of P150,000.00
(Letter still on process)

Prepared by:

Noted by:

M.C. ANGELYN DE MESA / VINCENT R. PILIEN
Special Events Officers**ELIZABETH B. AGUILA**
Assistant Director
Events Management Division



(As of June 18, 2012)

REFERENCE NO.:

EVENT NAME: INTERACTIVE SEMINAR

EVENT DATE: July 28, 2012

I. EVENT AREAS

Charge for the use of SUMMIT HALL C on...
P35000.0000 (4 hrs.) P8750.0000 (extra hour)

July 28, 2012 / 08:00 AM-12:00 PM

35,000.00

ROOM CHARGE

ORGANIZER: E. EXCEL INTERNATIONAL
CONTROL NO.F-0000000322Charge for the use of SUMMIT HALL D on...
P35000.0000 (4 hrs.) P8750.0000 (extra hour)

July 28, 2012 / 08:00 AM-12:00 PM

35,000.00

ROOM CHARGE

ORGANIZER: E. EXCEL INTERNATIONAL
CONTROL NO.F-0000000322

Charge for the use of SUMMIT HALL D...

July 28, 2012

10,000.00

LCD PROJECTOR

July 28, 2012

18,300.00

FOOD

ORGANIZER: E. EXCEL INTERNATIONAL
CONTROL NO.F-0000000322

Sub-Total

P 98,300.00

12% VAT

P 9,600.00

TOTAL

P 107,900.00

Refund only once TOTAL ESTIMATE OF CHARGES P107,900.00



Philippine International Convention Center

JUNE 18, 2012 TRAINING

ACTUAL
CHARGES

(As of June 18, 2012)

REFERENCE NO.: 6.04.2012

EVENT NAME: UST- ALFREDO M. VELAYO COLLEGE OF ACCO
EVENT DATE: June 01, 2012

→ add characters / di dapat puto

I. EVENT AREAS

Charge for the use of PLENARY HALL on...
P209000.0000 (4 hrs.) P52250.0000 (extra hour)

June 01, 2012 / 2:00 PM-7:00 PM
ROOM CHARGE

261,250.00

ORGANIZER: UNIVERSITY OF SANTO TOMAS- ALFREDO M. VELA
CONTROL NO.: F-0000000293

Charge for the use of PLENARY HALL...

June 01, 2012
PHOTOGRAPHER'S FEE

9,160.00

June 01, 2012
POWER CONSUMPTION

800.00

June 01, 2012
PORTABLE SCREEN 10.5' X 14'

12,936.00

ORGANIZER: UNIVERSITY OF SANTO TOMAS- ALFREDO M. VELA
CONTROL NO.: F-0000000293

Sub-Total

P 284,146.00

12% VAT

P 32,449.20

TOTAL

P 316,595.20

TOTAL ESTIMATE OF CHARGES:

P316,595.20

→ SHOULD BE ACTUAL

* PUT PAYMENTS MADE FIELD: CHARGES

* reflect Refund / Collectible

AMOUNT

Contact Person

* paper size kindly default to 8.5" x 13"

* inconsistent font style & size

Philippine International Convention Center

EVENT ORDER

Ref No. 6.15.2012

Date Prepared June 18, 2012

Event Officer VINCENT R. PILIEN

EVENT NAME LENOVO ULTRABOOK LAUNCH

Organizer ARDENT COMMUNICATIONS, INC.

DATE/DAY Thursday, June 21, 2012

Contact Person/Designation : Bernice Angeles - Events Manager

TIME SETUP W/O AIRCON June 21,2012 Thursday 10AM-6PM

Address : Unit 1-E La Fuerza Compound, Chino Roces Ave., Makati City

ACTUAL W/ AIRCON June 21,2012 Thursday 6PM-10PM

Tel: 659-6750 Fax : 659-6750 loc. 22 Cell : 0917-9104980 E-Mail : bernice@

bernice@ardent.com.ph

HALL/ROOM F3 [FORUM 3]

Expected No. of Pax 200 pax

Brief Description/Nature of Event SPECIAL EVENTS

Input via ACE tab
but food is not seen here, thus, if you tally these 3, its not P 189,000.00

SUMMARY OF CHARGES	Room Rental	P47,000.00
	VAT	P 5,640.00
	Contingency	19,000.00
	Refund	P0.00
	Total Estimate	P 189,000.00 ✓

BILLING ARRANGEMENT

Total Payment to date : P 47,250.00

Balance Payment On : → where shall we put the date?

PHYSICAL SET-UP

SEATING ARRANGEMENT

- ☒ Theatre style, 200 rattan chairs with black cover c/o Via Mare around the ramp

STAGE/PLATFORM

- ☒ Stage c/o Stage Movers of Boy Regala (40ft x 24ft of main stage, 40ft x 8ft ramp in front of the main stage)

- ☒ Satellite c/o PICC (8ft x 24ft tech booth at Forum 2-3 divider side)

OTHER FURNITURE INSIDE ROOM/HALL

- ☒ 30 chairs + 10 rectangular tables @ backstage
☒ 4 clothes racks
☒ Control/Technical Table: 3 working tables + 14 chairs

- ☒ 2 standing mirrors
☒ 2 rectangular tables + 10 chairs at the dressing room

REGISTRATION AREA

- ☒ Registration Table + 4 Chairs (c/o Via Mare)
☒ 10 beltrac

- ☒ Skirting c/o Via Mare)

SIGNAGES

OTHER PHYSICAL REQUIREMENTS

- ☒ 4 industrial fans

SECURITY

- ☒ Designated Parking Area: 20 slots at Forum St.

- ☒ 10 complimentary parking coupons
8am: unloading of equipment at Forum 3

TECHNICAL REQUIREMENTS

- ☒ Light reinforcement: c/o Maximus
☒ Generator set will be used.
Technical equipment c/o Maximus

- ☒ Sound reinforcement: c/o Maximus

OTHER TECHNICAL REQUIREMENTS

FACILITIES

- ☒ Sofa/Settee: VIP room
☒ Dressing Room

- ☒ Lounge: VIP & dressing room

OTHER FACILITIES REQUIREMENTS

RECEIVING BOX

GM

Director, TSD

Asst Dir, EECSD

Asst Dir, BMSD

Asst Dir, MSD

Asst. Dir, FPD

Security Officers

TSD Leadman

Comptroller

Tech. Sup. Stagecraft

Opr. Mgr., Via Mare

EVENT NAME

LENOVO ULTRABOOK LAUNCH

DATE/DAY

Thursday, June 21, 2012

TIME

SETUP W/O AIRCON June 21,2012 Thursday 10AM-6PM

ACTUAL W/ AIRCON

June 21,2012 Thursday 6PM-10PM

Organizer

ARDENT COMMUNICATIONS, INC.

Contact Person/Designation

Bernice Angeles - Events Manager

Address

Unit 1-E La Fuerza Compound, Chino Roces Ave., Makati City

Tel

659-6750

Fax

659-6750 loc. 22

Cell

0917-9104980

E-Mail

bernice@

HALL/ROOM

F3 [FORUM 3]

Expected No. of Pax

200 pax

Brief Description/Nature of Event

SPECIAL EVENTS

SUMMARY OF CHARGES	Room Rental	P47,000.00	BILLING ARRANGEMENT	
	VAT	P 5,640.00	Total Payment to date :	P 47,250.00
	Contingency	19,000.00	Balance Payment On :	
	Refund	P0.00		
	Total Estimate	P 189,000.00		

- F & B REQUIREMENTS
- ☒ Caterer: Via Mare

☒ Color Motif/Theme: black and red

☒ registration table for 4 pax (table and chairs c/o Via Mare)
200 rattan chairs with black cover around the ramp

OTHER F & B REQUIREMENTS

SPECIAL ARRANGEMENTS/OTHER IMPORTANT INFO

- IT REQUIREMENTS
- ☒ wifi

- ☒ Service Time: 6pm
- ☒ Service Style: managed buffet cocktail

to save on paper,
can we just adjust
the size of the
layout to folio
8.5 x 13. I think
the layout is
in 8.5 x 11.

RECEIVING BOX	Asst Dir, EECSD	Asst. Dir, FPD	Comptroller
GM	Asst Dir, BMSD	Security Officers	Tech. Sup, Stagecraft
Director, TSD	Asst Dir, MSD	TSD Leadman	Opr. Mgr., Via Mare

Philippine International Convention Center

EVENT ORDER

Ref No. 7.08.2012

Date Prepared
Event Officer

June 19, 2012
ROLANDO C. TURAO

EVENT NAME DOULOS FOR CHRIST CELL CELEBRATION

Organizer DOULOS FOR CHRIST

DATE/DAY Sunday, July 1, 2012

Contact Person/Designation: Pearl Laurente - Administrator

TIME SETUP W/O AIRCON July 1,2012 Sunday 2AM-10AM

Address :

SETUP W/O AIRCON July 1,2012 Sunday 10AM-4PM

Tel: 567-1183 Fax: Cell: 0917-8088955 E-Mail :

ACTUAL W/ AIRCON July 1,2012 Sunday 10AM-4PM

ACTUAL W/ AIRCON July 1,2012 Sunday 10AM-4PM

ACTUAL W/ AIRCON July 1,2012 Sunday 10AM-4PM

-WHY?

HALL/ROOM F3 [FORUM 3]

Expected No. of Pax 1,000 pax

Brief Description/Nature of Event SPECIAL EVENTS

SUMMARY OF CHARGES	Room Rental	P0.00
	VAT	P 0.00
	Contingency	0.00
	Refund	P0.00
	Total Estimate	P 369,500.00

BILLING ARRANGEMENT

Total Payment to date : P

Balance Payment On :

PHYSICAL SET-UP

SEATING ARRANGEMENT

- ☒ Theatre style for maximum capacity

STAGE/PLATFORM

- ☒ Extended c/o PICC (16ft. x 40ft. x 3ft.)

- ☒ Skirting c/o PICC (black)

OTHER FURNITURE INSIDE ROOM/HALL

- ☒ Side Extension Table (stand-by)

- ☒ Pedestal (stand-by)

- ☒ Control/Technical Table (2 working tables with 6 chairs)

- ☒ Easel Stand (1 pc., entrance of hall 3)

REGISTRATION AREA

SIGNAGES

OTHER PHYSICAL REQUIREMENTS

- ☒ Stand-by chairs at Forum 2 for add'l requirement in seating capacity

- ☒ Meal area of organizer will be at Ancillary Room 1 & 2 for 20 pax

SECURITY

- ☒ 1) Allow children below 7 years old
2) Guest may occupy Forum 2 as waiting area. No need for lights & aircon
3) Pastor & family will use Ancillary Room 1
4) Meal area for staff will be at Ancillary Room 2

TECHNICAL REQUIREMENTS

- ☒ 1) Client may extend room usage beyond 4pm without aircon (TBA)

OTHER TECHNICAL REQUIREMENTS

FACILITIES

- ☒ 1) Replenish toiletries

OTHER FACILITIES REQUIREMENTS

F & B REQUIREMENTS

- ☒ Caterer (Via Mare)

- ☒ Service Time (10am-4pm)

- ☒ Food & Bev. Station (near the Pantry Area)

OTHER F & B REQUIREMENTS

RECEIVING BOX

Asst Dir, EECSD

Asst. Dir, FPD

Comptroller

GM

Asst Dir, BMSD

Security Officers

Tech. Sup, Stagecraft

Director, TSD

Asst Dir, MSD

TSD Leadman

Opr. Mgr., Via Mare

EVENT NAME DOULOS FOR CHRIST CELL CELEBRATION

Organizer DOULOS FOR CHRIST

DATE/DAY Sunday, July 1, 2012

Contact Person/Designation : Pearl Laurente - Administrator

TIME SETUP W/O AIRCON July 1,2012 Sunday 2AM-10AM
SETUP W/O AIRCON July 1,2012 Sunday 10AM-4PM
ACTUAL W/ AIRCON July 1,2012 Sunday 10AM-4PM
ACTUAL W/ AIRCON July 1,2012 Sunday 10AM-4PM
ACTUAL W/ AIRCON July 1,2012 Sunday 10AM-4PM

Address :

Tel : 567-1183 Fax : Cell : 0917-8088955 E-Mail :

HALL/ROOM F3 [FORUM 3]

Expected No. of Pax 1,000 pax

Brief Description/Nature of Event SPECIAL EVENTS

SUMMARY OF CHARGES	Room Rental	P0.00	BILLING ARRANGEMENT
	VAT	P 0.00	Total Payment to date : P
	Contingency	0.00	
	Refund	P0.00	Balance Payment On :
	Total Estimate	P 369,500.00	

SPECIAL ARRANGEMENTS/OTHER IMPORTANT INFO

- ☒ 1) Allow children below 7 yrs. old inside the hall
2) Open gates at 9am
3) No LD's for attendees but client will provide marshalls & ushers

IT REQUIREMENTS

- ☒ 1) Provision for Wi-Fi

RECEIVING BOX

Asst Dir, EECSD

Asst. Dir, FPD

Comptroller

GM

Asst Dir, BMSD

Security Officers

Tech. Sup, Stagecraft

Director, TSD

Asst Dir, MSD

TSD Leadman

Opr. Mgr., Via Mare

Philippine International Convention Center

EVENT ORDER

Ref No. 6.14.2012

Date Prepared June 21, 2012
Event Officer VINCENT R. PILIEN

EVENT NAME IETI COMPUTER TECHNOLOGICAL EDUCATION
COMMENCEMENT EXERCISES

Organizer IETI

DATE/DAY Saturday, June 23, 2012
TIME Actual June 23, 2012 Saturday 3PM-8PM

Contact Person/Designation: Ma. Angelique Arceo - Executive Vice-President
Address: 2176 P. Dandan St., Pasay City
Tel: 812-1116 / 542-3370 Fax: 812-1116 Cell: 0917-8961971 E-Mail: ange

*Amended by
Kavle but still not
updated in Events plus*

HALL/ROOM PH [PLENARY HALL]
Expected No. of Pax 3,500 pax
Brief Description/Nature of Event GRADUATION

SUMMARY OF CHARGES	Room Rental	P248,188.00
	VAT	P 0.00
	Contingency	83,330.00
	Refund	P0.00
	Total Estimate	P 361,300.00

BILLING ARRANGEMENT

Total Payment to date: P

Balance Payment On:

VAT amount not reflected

PHYSICAL SET-UP

SEATING ARRANGEMENT

☒ Theatre style: graduation set-up

☒ remove first 2 rows of level 1 center

STAGE/PLATFORM

☒ Extended c/o PICC: 12ft x 32ft with stairs (left & right)

☒ Head Table: for 8 pax with elevation

OTHER FURNITURE INSIDE ROOM/HALL

☒ Flag stand: 2 units, stage left and right

☒ Flagpole: 2 units, stage left and right

☒ Side Extension Table: 3 units, in front of head table

☒ Conference tables: 2 units each flat left and right near the stage stairs

☒ Azuma chairs: 2 units, upstage right for emcee

☒ 1 sidex table + 2 chairs flat right
6 metal standee each at the balcony (left and right)

REGISTRATION AREA

SIGNAGES

☒ Lobby Posting

☒ Directional

OTHER PHYSICAL REQUIREMENTS

☒ metal standees: 12 units at the lower bridgeway

☒ beltrac: at the lower bridgeway for assembly area

SECURITY

☒ Designated Parking Area: 20 reserved parking slots at Forum St.

☒ 10 complimentary parking coupons

TECHNICAL REQUIREMENTS

☒ Microphone (Podium): 2 units each, stage left and right

☒ Cue Phone: 1 unit @ flat left, 1 unit for laptop operator (flat right)

☒ Follow Spot

☒ Motorized Podium: 2 units, stage left and right

☒ LCD Projector: c/o Photography supplier (Oliver)

☒ National Anthem: ACAPELLA

☒ Other Playback: drum roll & aida march

☒ Backdrop: c/o IETI to be set-up on June 22, 1PM

☒ Technician/s

☒ Stagecraft staff to set-up at 8am
Audio-out for the laptop
2 lcd holders, flat left & right

OTHER TECHNICAL REQUIREMENTS

FACILITIES

☒ Philippine Flag

☒ Lounge: Speaker's Lounge

☒ Plants: small plants around the extended stage (top of stage)

☒ Dressing Room: 2 dressing rooms

OTHER FACILITIES REQUIREMENTS

☒ Toiletries ready by 10am

☒ 8 bottled water with goblets at the head table

F & B REQUIREMENTS

☒ Caterer: Via Mare

☒ Service Time: 11am lunch at Speaker's Lounge)

OTHER F & B REQUIREMENTS

SPECIAL ARRANGEMENTS/OTHER IMPORTANT INFO

☒ Open all comfort rooms by 10am

IT REQUIREMENTS

RECEIVING BOX

GM
Director, TSD

Asst Dir, EECSD
Asst Dir, BMSD
Asst Dir, MSD

Asst Dir, FPD
Security Officers
TSD Leadman

Comptroller charged to IT officer
Tech. Sup, Stagecraft
Opr. Mgr., Via Mare