

# Briefing of the Day (BOD)

Date: 09-02-2025

## Arrivals

- Mr. John Smith - Suite 101 - ETA: 14:00 - VIP Guest
- Ms. Emily Johnson - Deluxe Room 205 - ETA: 16:30
- Mr. & Mrs. Williams - Presidential Suite - ETA: 12:00 - Anniversary Celebration

## Departures

- Mr. Robert Brown - Suite 310 - ETD: 11:00
- Ms. Sarah Davis - Standard Room 412 - ETD: 10:30
- Mr. Michael Lee - Suite 203 - ETD: 09:45

## Events

- Cocktail Reception - 18:00 at the Rooftop Bar
- Conference Meeting - 15:00 in Ballroom A
- Yoga Session - 08:00 at the Spa

## General Notes

- Ensure all VIP arrivals receive a personalized welcome.
- Double-check luggage tags and room assignments.
- Report any maintenance issues to the front desk immediately.