

The Forest Lodge

Camp John Hay

EVENT ORDER

EO# 23-130

as of: September 14, 2023

Group Name	:	Excelife Health Solutions Inc.
Organizers	:	Mr. Dan Alvin Gado
TIN	:	218-552-682-000
Nature of Function	:	Product Launching
Group Profile	:	Corporate
Sales Person	:	Lucky Rey C. Lopez
Prepared by	:	Vanessa G. Gurengad
Noted by	:	Philip Jerome M. Ventura

ROOM REQUIREMENTS: THE FOREST LODGE

Arrival	Departure	No. of Nights	No. of Rooms	Room Nights	Room Type	Sharing	Discounted Room Rate	Extra Bed	Total
September 18, 2023	September 19, 2023	1	5	5	Superior Room	Twin	4,060.00	0.00	20,300.00
TOTAL			5	5	-	-	-	-	20,300.00

BANQUET REQUIREMENTS

****F&B at 10% commission (above Php 650.00) and 5% commission (below Php 650.00) to TFL****

Date	Venue	Time	Meal	Pax	Rate	Total
Monday, September 18, 2023	19th T	4:00PM-10:00PM	Buffet Dinner	40	750	30,000.00
						19th T 17,500.00
Miscellaneous, tarpaulin, gate pass, shuttle, welcome amenities of the group and others						2,020.00
						Total 49,520.00

ATTENTION:

FRONT OFFICE (Gretel Callanta / Dominic Cabajar)

- **List of VIP's: TBA**

ARRIVAL : STAGGERED, PRIVATE VEHICLES	DEPARTURE : STAGGERED, PRIVATE VEHICLES
Arrival Time : 11:00AM	Check-out Time : 11:00AM
Check-In Time : 3:00PM	Registration : TFL Front Desk
Registration : TFL Front Desk	

GUEST SERVICE (Aaron Reyes)

- Assign Guest Relations Associates to welcome our delegates
- Coordinate with Housekeeping regarding VIP set up
- Ensure proper handling & tagging of all luggage
- Please provide Welcome Drinks to guests

RESERVATION (Ross Bautista)

- Rooming list: **TBA**

SECURITY (Melchor Molina) / Manager on Duty (Seny Boy Denesia / Maynard Sayco)

- Please ensure to assist all delegates to follow hotel protocols & requirements regardless of point of origin

NOTE:

- **Valid ID**
- **Approved QTP Code**
- **Vaccination Card/certificate**
- Ensure that manning is properly in place for the arrival of the group
- Inspect premises regularly (Main Lobby, Music Lounge, Music Room and 19th T)
- Welcome Signage (Closed Gate along Nevada & Gate 4)
 - **EXCELIFE HEALTH SOLUTIONS INC.**

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HOUSEKEEPING (Jane Cardenas)

- Coordinate with Front Office regarding VIP set up
- Ensure the cleanliness of all washrooms with complete & sufficient toilet amenities
- Ensure cleanliness of Music Lounge, Music Room, and 19th T

MIS (Renz Corpuz)

- **Welcome Signage (Lobby Lounge) September 18, 2023 (Monday)**

WELCOME
EXCELIFE HEALTH SOLUTIONS INC.
September 18, 2023
The Forest Lodge at Camp John Hay

- **Welcome Signage (19th T) September 18, 2023 (Monday)**

WELCOME
EXCELIFE HEALTH SOLUTIONS INC.
September 18, 2023
The Forest Lodge at Camp John Hay

- Make sure wi-fi connection is fast and reliable in our VIPs rooms
- Make sure wi-fi connection is fast and reliable at the 19th T

BILLING ARRANGEMENT (Front Office/Dominic Cabajar, Events/Philip Jerome Ventura and Accounting/Glycerine Weygan)

- **Front desk:** If guests do not arrive on the scheduled date of arrival, debit room charges equivalent to the entire duration of the stay and release blockings unless request for reinstatement is made. **With total charges amounting to Php 69,820.00**
- **Full payment upon check out.**
- **Mode of payment: Cash, Bank Deposit or Credit Card**
- All incidental charges (F&B, Spa, Minibar, Room Service, Shuttle Service) will charge directly to each room.

(Monday) September 18, 2023 (19TH T)

Signatory: Philip Jerome M. Ventura
Josiah Joy P. Natividad
Vanessa G. Gurengad

BUFFET DINNER – 6:30PM – 8:00PM

40 PAX

Php 750.00 Net per person

Soup

Spinach Cream Soup

Salad

Ceasar Salad

Main Course

Beef Stroganoff

PLENARY

4:00PM-10:00PM / 19TH T

Le Chef (Jane Nanam)

- Please set up Round tables with chairs for 40 pax at the 19th T with social distancing.
- Complete table set-up, banquet chairs with seat covers and round tablecloth.
- Assign waiters to be on standby to assist the guests.

Engineering (Denmark Mediana)

Kindly provide the following:

- (3) Microphones
- (2) Whiteboards
- (1) Projector Screen
- (2) Extension Cords
- (1) Podium
- Basic Sound System
- (1) staff on standby to assist for the whole

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<p><i>Chicken Tikka in Raita Sauce</i></p> <p><i>**Steamed Rice</i></p> <p>Vegetable</p> <p><i>Assorted Highland Buttered Vegetable</i></p> <p>Dessert</p> <p><i>Fresh Fruit Platter</i></p> <p><i>** Served with (1) Round of Iced Tea</i></p>	<p>duration of the event</p> <p>MIS (Renz Corpuz)</p> <ul style="list-style-type: none">- Make sure wi-fi connection is fast and reliable at the 19th <p>Events (Josiah Natividad / Vanessa Gurengad)</p> <ul style="list-style-type: none">- (40) Pads and Pencils- Provide whiteboard markers- In charge of all concerns during the event
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