

Event Order Sheet (SO)

Event: MDC LAB BMS Training		BEO Number: 12-Dec-19 01:45:41 pm	
Type Of Event:		Sales order: SO/00092750	
Menu Price: As Per Agreement		Revision: 1	
Contact Name:		Project ID: 000000752	
Prepared by: 19084 - Ivy Joy Torres		Project name: Mubadala Development Company	
Organisation Name: MDC Business Management Services			
Phone Number: 971 2 413 0101		Email Address: halansari@mdcbms.ae	
Date of function start: 15-Dec-2019 Start Time: Breakfast: 08:30 AM - 11: 00 AM End Time:			
Date of function End: 16-Dec-2019 Lunch: 12:00 Noon PM CB: 15:00 (3 PM)			
Venue: IPIC Tower - 2nd Floor - Lounge Area		Location: Abu Dhabi	
Guests Guranteed: 8 PAX		Guests Expected: 8 PAX Service Style: Buffet Setup	
Food Menu Kindly refer to Attached Excel Document for Menu		Beverage: 	
		Food and Beverage Notes: Very Picky Client Take Extra Care Please provide proper quantity for this account due to complaints about food quantity.	
Setup And Equipment Notes			
Kitchen:		Very Picky Client Take Extra Care Please provide proper quantity for this account due to complaints about food quantity Please make sure to make a good presentation on the buffet. Please use Stainless Steel Elevations and decorations Please use Stainless Steel Chafing Dishes Please use only Steel Light for Buffet Presentations	
Equipment:		Stainless Steel Cornflakes Dispenser Stainless Steel Chafing Dishes Steel Light Plates - Please use large plates for the salad bar to avoid spillage and waste Cutleries Robert Welsh Crystal High Ball Glasses Napkins Wet Wipes Tissue Boxes	
Stewarding:			
Restrictions/special references:		Contact Person: Mrs. Abeer: 055 700 0665 RCS Sales Person:	

	Sahar Al Hashwa 0506120593
Details about the event:	MDC LAB BMS Training Breakfast Lunch PM Coffee Break 8 PAX Dec 15-16, 2019
Setup Notes:	Breakfast: 08:30AM - 11: 00AM Lunch: 12:00 Noon PM CB: 15:00 (3 PM) Please make sure that the Breakfast is ready by 08:00 AM Sharp please
Staffing:	As Per Operations Team As per client request, kindly assign Jester
Hygiene:	Hygiene Office to Check on Food Temperature
Housekeeping:	
Transportation/Security:	Location: IPIC Tower - 2nd Floor - Lounge Area
Engineering:	
Additional Instructions:	Please Take Extra Care Very Picky Client Please make nice presentation and elevation on the buffet Please note that MENU ITEMS CANNOT BE AMENDED. Client is Familiar with Menu Items Please make sure the Mrs. Abeer signs the Delivery Note
Pricing:	As Per Agreement
Billing Instruction:	Operations: Please make sure the Mrs. Abeer signs the delivery note Finance: Invoice and Delivery Note to be sent to Mubadala MDCMS
Modified Fields	EventName,DetailsEvent,GuaranteeGuest,ExpectedGuests,