**Project Report: Odalan Celebration at Villa Mahapala**

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This is a project report detailing the planning and execution of an Odalan celebration at the villa. The project aimed to facilitate staff and guest participation in the religious ceremony while ensuring smooth villa operations.

**1. Executive Summary**

The project was successfully executed according to plan, allowing staff and several guests to celebrate Odalan at the small temple located on the villa's property. The project included logistical preparations, decorations, and staff coordination to ensure all elements of the ceremony were carried out properly. The result was a meaningful and well-organized celebration that successfully boosted staff morale and provided an authentic cultural experience for guests.

**2. Project Goals**

* **Primary Goal:** To facilitate the Odalan celebration for staff and guests, ensuring all religious traditions and rituals were properly observed.
* **Operational Goal:**
* To manage all ceremony logistics, including decorations, offerings (banten), and traditional attire.
* To ensure smooth villa operations and guest needs were met throughout the ceremony.

**3. Scope & Deliverables**

* **In-Scope:**
  + Decoration of the small temple on the villa grounds (Pura Beji).
  + Provision of offerings (banten) and other ceremonial supplies.
  + Coordination of the ceremony time to avoid disrupting main operations.
  + Provision of traditional attire (kamen, udeng, etc.) for staff and guests who wished to participate.
* **Out-of-Scope:**
  + Religious ceremonies outside the villa property.
  + Sourcing or arranging for large entertainment or performances (e.g., traditional dance).
  + Arranging transportation for guests or staff.

**4. Project Results**

* **Ceremony Execution:** The ceremony proceeded as scheduled. Staff participated enthusiastically, and several guests showed interest in joining.
* **Participation:** Over 90% of the staff on duty that day participated in the prayers. Two out of five guest groups also took part, indicating a high level of interest.
* **Operational Impact:** There were no guest complaints regarding service. The operations team successfully minimized disruptions, and all routine schedules, such as housekeeping and room service, continued to run smoothly.
* **Budget:** The project was completed under the allocated budget of Rp 10.000.000 due to efficient planning for the purchase of offerings and supplies.

**Food Offerings and F&B Department Duties**

During the Odalan celebration, the F&B Department played a vital role in preparing the ceremonial food offerings, known as **banten**. The focus was on creating offerings that were both a traditional requirement for the ritual and a display of the villa's high standards.

* **Offerings (Banten):** The team was responsible for preparing various types of banten, which included artfully arranged plates of fruits, traditional Balinese snacks, flowers, and rice. The food offerings were meticulously arranged to be presented at the temple during the ceremony.
* **Staff Meals:** The F&B Department also managed the meals for all staff members who participated in the ceremony. This ensured the team was well-fed and energized, allowing them to participate in the spiritual event without worrying about a break in service.
* **Guest Needs:** While the ceremony was the priority, the F&B team also maintained regular operations to meet the needs of any guests who were not participating. They ensured that all a la carte and room service requests were handled promptly.
* The F&B Department's contribution was crucial in blending the spiritual and cultural requirements of the Odalan celebration with the practical demands of a luxury hospitality business.

**Flowers and Decorations by Housekeeping Departement**

The Housekeeping Department was central to the aesthetic and spiritual preparation for the Odalan celebration. Their role went beyond daily cleaning to include the meticulous arrangement of ceremonial and decorative elements.

* **Pura (Temple) Decorations:** The team was responsible for beautifully decorating the villa's small temple. This included placing traditional woven palm fronds (janur) and arranging fresh flowers to create a sacred and inviting atmosphere.
* **Ceremonial Canang:** Housekeeping staff prepared a significant number of canang sari, the daily Balinese Hindu offerings. They meticulously folded the palm leaves and arranged flowers, incense, and rice to be used during the prayers.
* **Public Area Decor:** In addition to the temple, the Housekeeping team decorated common areas of the villa with flowers and traditional ornaments. This ensured the spiritual theme of the celebration was felt throughout the entire property, providing a holistic cultural experience for all guests and staff.

The Housekeeping team's attention to detail was crucial in transforming the villa into a space that was not only clean but also spiritually ready for the solemnity and beauty of the Odalan ceremony.

**5. Lessons Learned & Recommendations**

* **Lessons Learned:**
  + Guest participation shows that authentic cultural experiences are a significant selling point.
  + Clear communication with all departments is crucial to avoid operational bottlenecks during the ceremony.
* **Recommendations:**
  + For future Odalan celebrations, provide more information to guests well in advance. This could be in the form of a bulletin or in-room notice.
  + Consider integrating small cultural events, such as a canang-making demonstration, as part of the guest experience.

**Appendix**

* List of purchased offerings prepared by the Accounting Department.
* Ceremony schedule prepared by the Sales and Marketing Department.
* Brief feedback from staff and guests distributed by the Front Office Department.