**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 [Amount] due to efficient planning for the purchase of offerings and supplies.

**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.