



**Riviera Golf Club, Inc**  
**EVENT ORDER**

Function Date : 27 & 28 DECEMBER 2025

Day : Saturday & Sunday

Function	Time	Venue	No. of Pax
Function : 2025 YEAR-END MEMBERS' TOURNAMENT & PARTY			
ATTN: F&B DEPT.			
TEEEHOUSE SNACKS			
Dec 28 (Sunday) -			
KIDS MEAL (Tee Pavilion Function Room C)			
DINNER BUFFET (Driving Range)			
ATTN: F&B DEPT.			
- Other than organized F&B, will be charged to personal account			
<b>Provide &amp; Set up/Skirt the following (Dec 27 &amp; 28):</b>			
- Skirt trophy and medal table @ the lobby			
- Set-up sponsors table at the lobby			
- Assist in set-up of tables and chairs at the driving range			
- Marketing to provide table signages for VIP's.			
- Registration tables for year-end & dependent's party			
- Assist the winners during awarding (ushерettes)			
- 2 waiters for BOD table (1 from RGCI & 1 from ChefsCorp)			
- Ms. Ellen will also assist the BOD during dinner			
c/o Chef's Corp.			
- Dinner good for 750 pax			
- Kids meal good for 60 pax			
- Buffet set-up for adult and kids			
- 2 Bar stations			
- Staff for managed buffet and waiters			
- Tables and chairs to be delivered on Dec 26			
- Food Service will be open at 5:00 pm			
Pica-Pica at 4pm			
- Puto Bumbong and Bibingka beside Bar station - near langer starter			
- Lechon Baka			
ATTN: BAR			
- Drinks Service at 4:00 pm (Bar services assisted by RGCI staff)			
ATTN: TEEHOUSES			
- Collect Tee house stubs. upon registration, loot bag.			
- Regular inventory must be accomplished. All consumption must be posted on the daily inventory form.			
- Other than organized snacks, charged to personal acct.			
ATTN: CAFETERIA			
- Prepare Cafeteria Meal			
- Distribute of packed dinner for employees on Dec. 28 (Sun)			
- List to be provided by HR Dept.			
- Other than organized F & B consumption will be charged to personal account.			
ATTN: COMPUTER SYSTEM DEPT.			
- Pre draw of minor prizes (tournament raffle and Year-end raffle) on Dec 28 at 9:30am at the Grillroom (FB Live)			
- Assist Membership during raffle draw at the driving range			
- Couples & Langer signage & Sponsor's Logo (TV at cashier Lobby)			
- Internet at the driving range during John Lesaca's performance			
*December 27 (Saturday)			
Registration 6:00am	LOBBY		
Tee-off 8:30am	COUPLES	128 (32 teams)	
8:00am	LANGER	144 (36 teams)	
*December 28 (Sunday)			
Registration 6:00am	LOBBY		
Tee-off 8:30am	COUPLES	144 (36 teams)	
8:00am	LANGER	144 (36 teams)	
REGISTRATION 3:00pm	DRIVING RANGE	750	
EARLY DINNER 5:00pm			
KIDDIE SNACKS 5:30pm	TPAV FUNCTION RM-C	60	
Dec. 27 (Sat)	- 8:30 am Shotgun	COUPLES FAMILY SCRAMBLE	
<b>Fun Holes:</b>	Hole #2	Most Accurate Drive	
	All Par 3's	Nearest to the Pin	
	- 8:00 am Shotgun	LANGER FOUR-MAN SCRAMBLE	
	Hole #14	Most Accurate Drive	
	All Par 3's	Nearest to the Pin	
	Hole in One	list to be provided	
Dec. 28 (Sun)	- 8:30 am Shotgun	COUPLES FAMILY SCRAMBLE	
<b>Fun Holes:</b>	Hole #2	Most Accurate Drive	
	All Par 3's	Nearest to the Pin	
	- 8:00 am Shotgun	LANGER FOUR-MAN SCRAMBLE	
<b>Fun Holes:</b>	Hole #14	Most Accurate Drive	
	All Par 3's	Nearest to the Pin	
	Hole in One	list to be provided	
<b>TOURNAMENT REGISTRATION</b>			
- Registration at the Lobby.			
- Issue individual passport with attached Teehouse snacks stubs.			
- Provide cart signages			
- Provide registration signage (Couples & Langer)			
- Usherettes during tournament registration at the lobby.			
<b>Tees Men:</b>			
Professional	Gold		
Amateur	Blue		
Senior (55 to 64)	Silver		
Senior (65 to 79)	White		
Senior (80 & above)	Red		
Juniors (12 & below)	White		
<b>Tees Ladies:</b>			
Professional	Gold		
Amateur	Blue		
	White		
	Red		
<b>CART ATTENDANT</b>			
- Provide shuttle service to transport caddies to the nearest drop-off points and pick-up after the tournament			
<b>Dec 27 &amp; 28-</b>	7:00 - 7:30 am	- Langer Course	
	7:30 - 8:00 am	- Couples Course	
- Couples - park golf carts at the driveway going to Couples			
- Langer - park golf carts at the Tee Pavilion area.			
- Dec 27 (Sat) - 72 carts (Langer) & 64 golf carts (Couples)			
- Dec 28 (Sun) - 72 carts (Langer) & 72 golf carts (Couples)			
- 2 Golf Carts for official photographer on Dec. 27 & 28.			
- Cart signages c/o Golf Desk			
- Provide shuttle to transport members from parking to party venue			
<b>DRIVING RANGE</b>			
- Will be closed from Dec 26 up to Dec 29 12:00nn.			

<b>REGISTRATION (Tee Pavilion) - Year-End Party</b>	<b>GCM DEPT.</b>
<b>MEMBERSHIP / MARKETING / EXECUTIVE / TREASURY</b>	<ul style="list-style-type: none"> <li>- Please take note on the fun holes</li> <li>- Please set-up plants at the sides of entrance and exit registration area and at the back of buffet stations.</li> <li>- Provide shuttle service to transport caddies to the nearest drop-off points and pick-up after the tournament.</li> <li>- Shuttle to transport the sponsor at Langer Halfway.</li> </ul>
<b>HR DEPT.</b>	<b>GSD</b>
<ul style="list-style-type: none"> <li>- List of personnel will be provided by each Department.</li> <li>- Assist in the children's party.</li> </ul>	<b>HOUSEKEEPING / ENGINEERING</b>
<b>ACCOUNTING:</b>	<b>Provide / Set up the following (Dec 27 &amp; 28):</b>
<ul style="list-style-type: none"> <li>- All F&amp;B charges: dinner for members &amp; dependents party &amp; teehouse snacks (organized menus only), charged to Year-End.</li> </ul>	<ul style="list-style-type: none"> <li>- Stanchions for tournament registration.</li> <li>- 1 corkboard (for posting of flight assignments) at the lobby.</li> <li>- Provide 1 scorecard table on Dec 27 and 28.</li> <li>- Trophy table at the lobby for display of perpetual trophies.</li> <li>- 10 sponsor's table at the hallway going to proshop.</li> <li>- Barricade at the tee pavilion parking area</li> <li>- Sound system at the Lobby for the pre draw of tournament raffle on Dec 28 at 9:30 am</li> <li>- Open centralized sound system for announcements.</li> <li>- Trophy and medal table at the lobby</li> <li>- Elevated platform for raffle prizes display.</li> <li>- Tarpaulins on Dec 24.</li> <li>- String lights inside the tent</li> <li>- Table for loot bags (snacks) beside registration table</li> </ul>
<b>PROPERTY CUSTODIAN:</b>	<b>Provide / Set up the following (Dec 28 Party venue/Tee Pavilion):</b>
<ul style="list-style-type: none"> <li>- Provide radio for the following sections during awarding and party on Dec 28.             <ul style="list-style-type: none"> <li>- 1 Marketing</li> <li>- 1 Membership</li> <li>- 2 CSD</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- 10 Registration tables good for 2 pax each for year-end &amp; dependent's party</li> <li>- 1 table for cashier near registration</li> <li>- Acrylic tambiolo for tournament participants raffle and Airmix tambiolo for general membership raffle.</li> <li>- 2 long tables for the trophies near the stage</li> <li>- Open Men's &amp; Ladies CR at the Tee Pavilion.</li> <li>- Provide caution tape on shower rooms.</li> <li>- Provide sound system w/ microphone for Dec 27 &amp; 28 briefing:</li> <li>- 7:30 am - beside the Bag Drop near Tee Pavilion parking</li> <li>- 8:00 am - Autocourt area.</li> <li>- Assist the band at the Driving Range.</li> <li>- Provide 1 table for violin at the stage area</li> <li>- Holding Area for Band, Hosts and Photo/Video team at Function Room B</li> <li>- Provide tables and chairs at 5 tables and 10 chairs at the holding area.</li> <li>- Assist Fireworks supplier on Dec 28</li> <li>- Standby extension cords - lobby on Dec 27 &amp; 28 &amp; at the party venue on Dec 28.</li> <li>- Tent to be delivered on Dec 26. Pls assist. - 8am</li> <li>- Stanchions for party registration</li> <li>- Barricade side of registration area, buffet area and sides of party venue</li> <li>- Fire Truck</li> <li>- Tournament Raffle claiming area at the Lobby counter.</li> <li>- Set-up sound system with microphone at the Kids party.</li> </ul>
<b>CLINIC:</b>	<b>Chef'sCorp:</b>
<ul style="list-style-type: none"> <li>- Designate nurse on Dec 27 &amp; 28 at the tournament registration and at the awarding/party venue</li> <li>- Ambulance</li> </ul>	<p>To be delivered on Dec 26.</p> <ul style="list-style-type: none"> <li>- Tables and chairs tablewares, glasswares and cutleries</li> <li>- Tablewares, glasswares, cutleries and cloths for tables and chairs, storage area at Function Room A.</li> <li>- Stanchion for buffet area</li> </ul>
<b>SECURITY:</b>	<b>Dec 28 requirements:</b>
<ul style="list-style-type: none"> <li>- No cars will be allowed to park at the Driving Range parking Area on Dec 27 &amp; 28 in the morning.</li> <li>- Assign security guards at the party venue from start of registration up to the end of the party on Dec 28.</li> <li>- Employees parking at the GCM</li> </ul>	<ul style="list-style-type: none"> <li>- 10 monoblock tables inside the kitchen, holding area for hot section.</li> <li>- 8 monoblock tables at function room A, holding area for cold section</li> <li>- 2 tables outside the kitchen, for reheating section.</li> <li>- Power supply for buffet heat lamp and carving lamp.</li> <li>- Lavatory and water supply use for food handler's handwashing</li> </ul> <p><b>Kindly provide assistance incase of any changes or requests.</b></p> <p><b>Provide radio for easy access during the event</b></p>

GO	Security	CSD	Cashier	Storeroom
GCM	HRD	Internal Auditor	F&B	
GSD	Ladies locker	Accounting	Dining	
Purchasing	Mens locker	Treasury	Clinic	

**DECEMBER 27-28, 2025**

**LOBBY**



**PERPETUAL  
TROPHIES**

**LOBBY**



**LADIES  
LOCKER**

HALWAY TO LADIES LOCKER



tee house  
snacks



**CASHIER**

MEMBERSHIP/EXECUTIVE

**MENS LOCKER**

**GOLF DESK  
OFFICE**

**GOLF DESK**

**PACSPORTS**

**RAFFLE ITEMS**

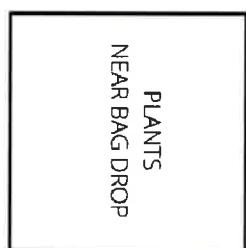
**NURSE STATION**



**SECURITY**



**DRIVEWAY**



**SCORE CARD TABLE**



**PLANTS  
NEAR BAG DROP**



**X** **POCARI SWEAT**



**KFC**



**285**



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**List of Booth Set up**

**December 27-28, 2025**

Company	Set up Req	Location
BSI	2 tables, 4 chairs	Teehouse Halfway Langer
K&G	golf items	hallway going to proshop
3 Strokes	golf items	hallway going to ladies locker
Sensei	massage chairs	hallway going to proshop
Pocari	1 table, 2 chairs	hallway going to proshop
K&G8 Sports Equipments & Accessories	2 chairs	hallway going to proshop
Toyota	golf items	hallway going to proshop
KFK	2 tables, 4 chairs	hallway going to proshop
Lavie	1 table, 2 chairs	hallway going to proshop
F&B (Teehouse snacks)	2 tables, 2 chairs	near cashier station

*[Handwritten signature]*