



Riviera Golf Club, Inc EVENT ORDER

Function Date : 27 & 28 DECEMBER 2025

Day : Saturday & Sunday

Function	Time	Venue	No. of Pax
*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 Fun Holes: 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 Fun Holes: Hole #2 Most Accurate Drive All Par 3's Nearest to the Pin - 8:00 am Shotgun LANGER FOUR-MAN SCRAMBLE Fun Holes: Hole #14 Most Accurate Drive All Par 3's Nearest to the Pin Hole in One list to be provided			
TOURNAMENT REGISTRATION			
- 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.			
Tees Men:			
Professional	-	Gold	
Amateur	-	Blue	
Senior (55 to 64)	-	Silver	
Senior (65 to 79)	-	White	
Senior (80 & above)	-	Red	
Juniors (12 & below)	-	White	
Tees Ladies:			
Professional	-	White	
Amateur	-	Red	
CART ATTENDANT			
- Provide shuttle service to transport caddies to the nearest drop-off points and pick-up after the tournament - Dec 27 & 28- 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			
DRIVING RANGE			
- Will be closed from Dec 26 up to Dec 29 12:00nn.			

Function : 2025 YEAR-END MEMBERS' TOURNAMENT & PARTY

ATTN: F&B DEPT.

TEEHOUSE 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

Provide & Set up/Skirt the following (Dec 27 & 28):

- 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 signanges for VIP's.
- Registration tables for year-end & dependent's party
- Assist the winners during awarding (usherettes)
- 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

REGISTRATION (Tee Pavilion) - Year-End Party**MEMBERSHIP / MARKETING / EXECUTIVE / TREASURY**

- Registration personnel must be in their designated area by 3:00 pm
- Collect guest fee - Adult P1300, Kids P500 (12 yo & below)
- Provide usherettes during party/awarding registration.
- Kindly wear the issued Year-End uniform shirt & Black pants.

HR DEPT.

- List of personnel will be provided by each Department.
- Assist in the children's party.

ACCOUNTING:

- All F&B charges: dinner for members & dependents party & teehouse snacks (organized menus only), charged to Year-End.

PROPERTY CUSTODIAN:

- Provide radio for the following sections during awarding and party on Dec 28.
 - 1 Marketing
 - 1 Membership
 - 2 CSD

AUDIT:

- Your presence is requested during the pre-draw raffle at the grillroom on Dec 28 at 9:30 AM and at the driving range in the evening.

CLINIC:

- Designate nurse on Dec 27 & 28 at the tournament registration and at the awarding/party venue
- Ambulance

SECURITY:

- No cars will be allowed to park at the Driving Range parking Area on Dec 27 & 28 in the morning.
- Assign security guards at the party venue from start of registration up to the end of the party on Dec 28.
- Employees parking at the GCM

Prepared by : **SALLY H. AQUINO**
Sales & Marketing Supervisor

Date : 24 December 2025

Noted by : **ERNESTO P. AMENEZ, JR.**
Asst. General Manager
24 December 2025

GCM DEPT.

- Please take note on the fun holes
- Please set-up plants at the sides of entrance and exit registration area and at the back of buffet stations.
- Provide shuttle service to transport caddies to the nearest drop-off points and pick-up after the tournament.
- Shuttle to transport the sponsor at Langer Halfway.

GSD**HOUSEKEEPING / ENGINEERING****Provide / Set up the following (Dec 27 & 28):**

- Stanchions for tournament registration.
- 1 corkboard (for posting of flight assignments) at the lobby.
- Provide 1 scorecard table on Dec 27 and 28.
- Trophy table at the lobby for display of perpetual trophies.
- 10 sponsor's table at the hallway going to proshop.
- Barricade at the tee pavilion parking area
- Sound system at the Lobby for the pre draw of tournament raffle on Dec 28 at 9:30 am
- Open centralized sound system for announcements.
- Trophy and medal table at the lobby
- Elevated platform for raffle prizes display.
- Tarpaulins on Dec 24.
- String lights inside the tent
- Table for loot bags (snacks) beside registration table

Provide / Set up the following (Dec 28 Party venue/Tee Pavilion):

- 10 Registration tables good for 2 pax each for year-end & dependent's party
- 1 table for cashier near registration
- Acrylic tamblo for tournament participants raffle and Airmix tamblo for general membership raffle.
- 2 long tables for the trophies near the stage
- Open Men's & Ladies CR at the Tee Pavilion.
- Provide caution tape on shower rooms.
- Provide sound system w/ microphone for Dec 27 & 28 briefing:
- 7:30 am - beside the Bag Drop near Tee Pavilion parking
- 8:00 am - Autocourt area.
- Assist the band at the Driving Range.
- Provide 1 table for violin at the stage area
- Holding Area for Band, Hosts and Photo/Video team at Function Room B
- Provide tables and chairs at 5 tables and 10 chairs at the holding area.
- Assist Fireworks supplier on Dec 28
- Standby extension cords - lobby on Dec 27 & 28 & at the party venue on Dec 28.
- Tent to be delivered on Dec 26. Pls assist. - 8am
- Stanchions for party registration
- Barricade side of registration area, buffet area and sides of party venue
- Fire Truck
- Tournament Raffle claiming area at the Lobby counter.
- Set-up sound system with microphone at the Kids party.

Chef's Corp:

To be delivered on Dec 26.

- Tables and chairs tablewares, glasswares and cutleries
- Tablewares, glasswares, cutleries and cloths for tables and chairs, storage area at Function Room A.
- stancion for buffet area

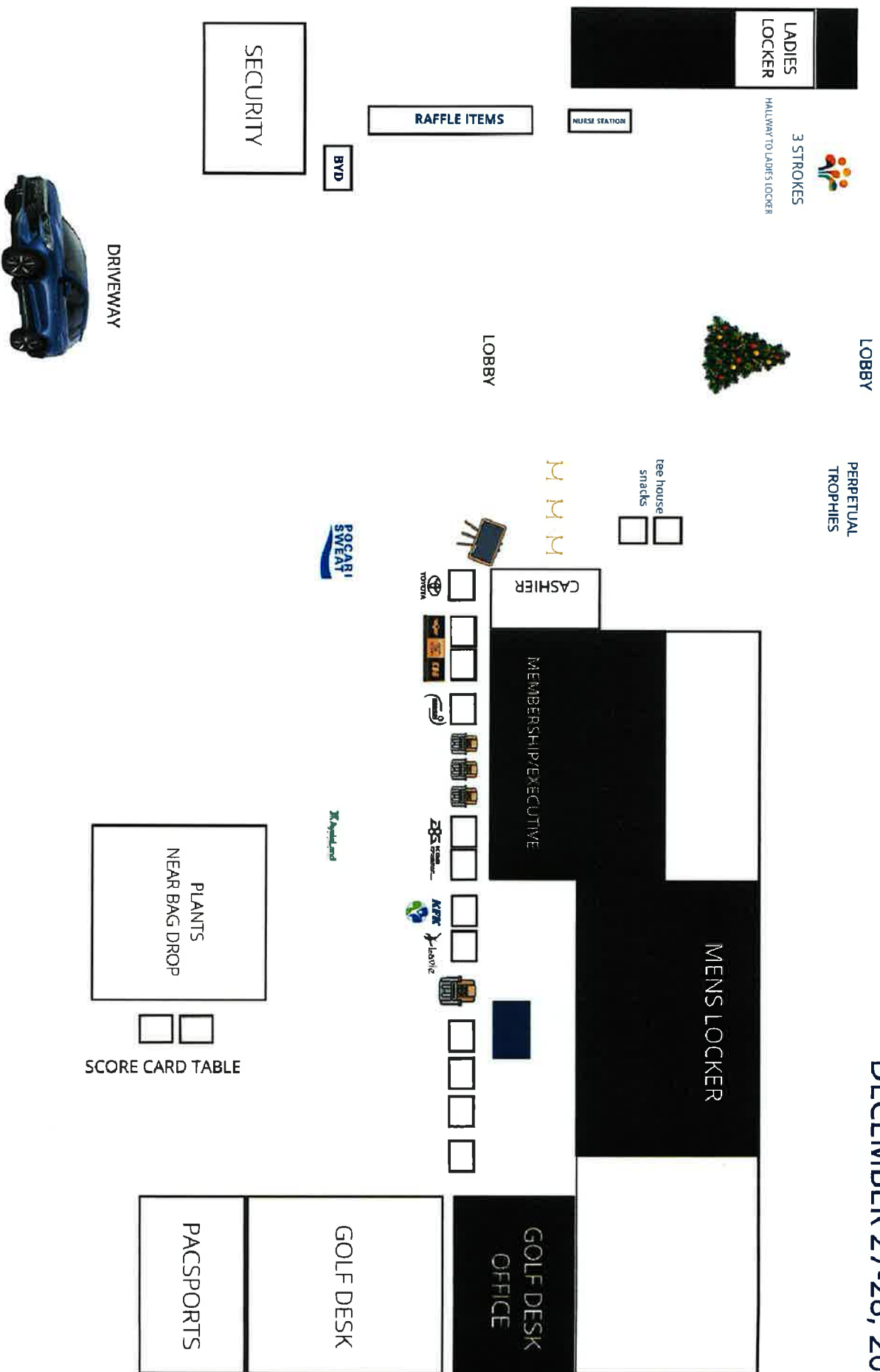
Dec 28 requirements:

- 10 monoblock tables inside the kitchen, holding area for hot section.
- 8 monoblock tables at function room A, holding area for cold section
- 2 tables outside the kitchen, for reheating section.
- Power supply for buffet heat lamp and carving lamp.
- Lavatory and water supply use for food handler's handwashing
- Kindly provide assistance incase of any changes or requests.
- Provide radio for easy access during the event

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

Storeroom

DECEMBER 27-28, 2025



fun

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

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