

Event Menu

• for •

Acoustics Associates - (Event # E00257)

Event held on Wednesday, July 15, 2015

(25) Supreme Buffet 

*includes: three (3) hot entrees, choice of potato,
choice of vegetable, choice of two (2) salads,
deluxe vegetable and cheese tray, rolls and butter,
dessert, coffee or tea*

(1)

Flip Chart with Markers

(1)

Projector

(1)

Projection Screen



Production Sheet

Client/Organization Aid Association for Lutherans		Event Date 8/20/2015 (Thu)	Booking Contact Barbara Hendricks	Site Contact Pam Minick	Event # E00481
Address 4900 N Hwy 169 #308, Ft. Myers, FL 55428			Telephone (612) 535-7220	Fax (612) 535-1722	Guests 37 (Gtd)
Party Name Annual Business Meeting		Theme Meeting	Category Business		Sales Rep John Smith

Cold Prep

Food/Service Item	Unit	Category	Acct Code	Type
Carrot Cake	Each	Dessert	A 100	Food
Vanilla Ice Cream	Each	Dessert	A 100	Food

Kitchen

Food/Service Item	Unit	Category	Acct Code	Type
Chef's Table Buffet	Each	Lunch	A 200	Food
Sweet & Sour Meatballs	Each	Break Item	A 2000	Food
Buffalo Wings	Each	Break Item	A 2000	Food

Setup

Food/Service Item	Unit	Category	Acct Code	Type
(1) A/V Cart	Each	AV Equipment	A 3000	Equipment
(1) Wood Grain Podium	Each	AV Equipment	A 3000	Equipment
(1) Microphone	Each	AV Equipment	A 3000	Equipment
(1) Flip Chart with Markers	Each	AV Equipment	A 3000	Equipment
(1) Setup Charge	Each	Room rental	A 200	Room

Wait Station

Food/Service Item	Unit	Category	Acct Code	Type
Coffee And Tea	Gallon	Break Item	A 2000	Beverage

FAX

To **Greg's Soccer Team**

Attention Greg Stubenstein, Coach

Fax Number (507) 457-9988

Subject Your Recent Event With Us

Pages 2

From **Flavors Inc.**

Telephone (239) 261-5828

Fax Number (239) 261-0067

Contact Kathy Wilson

Date 10/17/2013 - 2:16:50 PM

Memo

Please review and sign the included contract and fax back to 239-261-6617.

Thank you!

John Smith



Required Item List

Client/Organization Aid Association for Lutherans		Event Date 8/20/2015 (Thu)	Booking Contact Barbara Hendricks	Site Contact Pam Minick	Event # E00481
Address 4900 N Hwy 169 #308, Ft. Myers, FL 55428			Telephone (612) 535-7220	Theme Meeting	Guests 37 (Gtd)
Party Name Annual Business Meeting		Theme Meeting	Category Business		Sales Rep John Smith

Description	Qty	Unit	Category	Food/Service Item
12" Round Black Platter	3	Each	Equipment	NA
30' x 96" Rectangle - Eggplant	8	Each	Linen	NA
White Wood Chairs	45	Each	Chairs	NA
8 Quart Chafing Dish	2	Each	Equipment	(42) Chef's Table Buffet
Dinner Plate	42	Each	Tableware	(42) Chef's Table Buffet
Napkin	42	Each	Linen	(42) Chef's Table Buffet
Silverware Set	42	Each	Tableware	(42) Chef's Table Buffet

Required Items

6/1/2015 - 10/1/2015

Grouped By Event #

Required Item	Qty	Category	Unit	Vendor	Associated Food/Service	Event #	Client/Organization	Sales Rep	Date
E00002									
T 8 Quart Chafing Dish	0.4	Equipment	Each	Wades China	(0.4) Supreme Buffet	E00002	Greg's Soccer Team	Kathy Wilson	9/24/2015
T Dinner Plate	40	Tableware	Each	Wades China	(40) Supreme Buffet	E00002	Greg's Soccer Team	Kathy Wilson	9/24/2015
T Napkin	20	Linen	Each	Yours and Ours Linen	(20) Supreme Buffet	E00002	Greg's Soccer Team	Kathy Wilson	9/24/2015
T Silverware Set	20	Tableware	Each	Smiths Culinary	(20) Supreme Buffet	E00002	Greg's Soccer Team	Kathy Wilson	9/24/2015
T Water Goblet	20	Tableware	Each	Premier Beverage	(20) Supreme Buffet	E00002	Greg's Soccer Team	Kathy Wilson	9/24/2015
E00257									
.. 8 Quart Chafing Dish	0.5	Equipment	Each	Wades China	(0.5) Supreme Buffet	E00257	Acoustics Associates	John Smith	9/12/2015
.. Dinner Plate	50	Tableware	Each	Wades China	(50) Supreme Buffet	E00257	Acoustics Associates	John Smith	9/12/2015
.. Napkin	25	Linen	Each	Yours and Ours Linen	(25) Supreme Buffet	E00257	Acoustics Associates	John Smith	9/12/2015
.. Silverware Set	25	Tableware	Each	Smiths Culinary	(25) Supreme Buffet	E00257	Acoustics Associates	John Smith	9/12/2015
.. Water Goblet	25	Tableware	Each	Premier Beverage	(25) Supreme Buffet	E00257	Acoustics Associates	John Smith	9/12/2015
E00477									
T 8 Quart Chafing Dish	5	Equipment	Each	Wades China	(5) Chef's Table Buffet	E00477	Sunset Technobgies	John Smith	9/20/2015
T Dinner Plate	100	Tableware	Each	Wades China	(100) Chef's Table Buffet	E00477	Sunset Technobgies	John Smith	9/20/2015
T Napkin	100	Linen	Each	Yours and Ours Linen	(100) Chef's Table Buffet	E00477	Sunset Technobgies	John Smith	9/20/2015
T Silverware Set	100	Tableware	Each	Smiths Culinary	(100) Chef's Table Buffet	E00477	Sunset Technobgies	John Smith	9/20/2015

Ingredients List

7/1/2015 - 7/20/2015

Grouped By Date
Excluding: Prospective, Tentative, Closed, Cancelled
Including Type: Food

Ingredient	Total Qty	Measure	Vendor	Conversion	Associated Food/Service Item	Event #	Client	Date
7/6/2015 - Monday								
.. Cheddar Cheese	100	Solid Oz	The Laughing Cow	(6.25) Pounds	(50) Chef Salad	E00436	Solid Rock Church - Wom	7/6/2015
.. Cheese Cake (slice)	50	Each	Sysco	(50) Each	(50) Cheese Cake	E00436	Solid Rock Church - Wom	7/6/2015
.. Chocolate Ice Cream	250	Solid Oz	The Laughing Cow	(15.5) Pounds	(50) Chocolate Ice Cream	E00436	Solid Rock Church - Wom	7/6/2015
.. Croissant	50	Each	Marcel Bakery	(50) Each	(50) Tuna Salad Croissant	E00436	Solid Rock Church - Wom	7/6/2015
.. Croissant	50	Each	Marcel Bakery	(50) Each	(50) Turkey Croissant	E00436	Solid Rock Church - Wom	7/6/2015
.. Croissant	50	Each	Marcel Bakery	(50) Each	(50) Ham Croissant	E00436	Solid Rock Church - Wom	7/6/2015
.. Eggs	50	Each	The Laughing Cow	(50) Each	(50) Chef Salad	E00436	Solid Rock Church - Wom	7/6/2015
.. Ham	150	Solid Oz	Grand Western	(9.5) Pounds	(50) Chef Salad	E00436	Solid Rock Church - Wom	7/6/2015
.. Ham	250	Solid Oz	Grand Western	(15.5) Pounds	(50) Ham Croissant	E00436	Solid Rock Church - Wom	7/6/2015
.. Potato chips	50	Each	Sysco	(50) Each	(50) Tuna Salad Croissant	E00436	Solid Rock Church - Wom	7/6/2015
.. Potato chips	50	Each	Sysco	(50) Each	(50) Turkey Croissant	E00436	Solid Rock Church - Wom	7/6/2015
.. Potato chips	50	Each	Sysco	(50) Each	(50) Ham Croissant	E00436	Solid Rock Church - Wom	7/6/2015
.. Rainbow Sherbet	250	Solid Oz	Sysco	(15.5) Pounds	(50) Rainbow Sherbet	E00436	Solid Rock Church - Wom	7/6/2015
.. Romaine lettuce	12.5	Each	Incredible Fresh	(12.5) Each	(50) Chef Salad	E00436	Solid Rock Church - Wom	7/6/2015
.. Swiss cheese	100	Solid Oz	The Laughing Cow	(6.25) Pounds	(50) Chef Salad	E00436	Solid Rock Church - Wom	7/6/2015
.. Tuna Salad	250	Solid Oz	Sysco	(15.5) Pounds	(50) Tuna Salad Croissant	E00436	Solid Rock Church - Wom	7/6/2015
.. Turkey (Sliced)	150	Solid Oz	Grand Western	(9.5) Pounds	(50) Chef Salad	E00436	Solid Rock Church - Wom	7/6/2015
.. Turkey (Sliced)	250	Solid Oz	Grand Western	(15.5) Pounds	(50) Turkey Croissant	E00436	Solid Rock Church - Wom	7/6/2015
.. Vanilla ice cream	250	Solid Oz	The Laughing Cow	(15.5) Pounds	(50) Vanilla Ice Cream	E00436	Solid Rock Church - Wom	7/6/2015
7/8/2015 - Wednesday								
.. Bacon Strips	30	Solid Oz	The Laughing Cow	(2) Pounds	(15) Club Croissant	E00431	Naples Dental Assoc.	7/8/2015
.. Croissant	15	Each	Marcel Bakery	(15) Each	(15) Turkey Croissant	E00431	Naples Dental Assoc.	7/8/2015
.. Croissant	15	Each	Marcel Bakery	(15) Each	(15) Club Croissant	E00431	Naples Dental Assoc.	7/8/2015
.. Croissant	15	Each	Marcel Bakery	(15) Each	(15) Ham Croissant	E00431	Naples Dental Assoc.	7/8/2015
.. Croissant	15	Each	Marcel Bakery	(15) Each	(15) Tuna Salad Croissant	E00431	Naples Dental Assoc.	7/8/2015
.. Ham	45	Solid Oz	Grand Western	(2.75) Pounds	(15) Club Croissant	E00431	Naples Dental Assoc.	7/8/2015
.. Ham	75	Solid Oz	Grand Western	(4.75) Pounds	(15) Ham Croissant	E00431	Naples Dental Assoc.	7/8/2015
.. Potato chips	15	Each	Sysco	(15) Each	(15) Turkey Croissant	E00431	Naples Dental Assoc.	7/8/2015
.. Potato chips	15	Each	Sysco	(15) Each	(15) Club Croissant	E00431	Naples Dental Assoc.	7/8/2015
.. Potato chips	15	Each	Sysco	(15) Each	(15) Ham Croissant	E00431	Naples Dental Assoc.	7/8/2015
.. Potato chips	15	Each	Sysco	(15) Each	(15) Tuna Salad Croissant	E00431	Naples Dental Assoc.	7/8/2015
.. Tuna Salad	75	Solid Oz	Sysco	(4.75) Pounds	(15) Tuna Salad Croissant	E00431	Naples Dental Assoc.	7/8/2015
.. Turkey (Sliced)	75	Solid Oz	Grand Western	(4.75) Pounds	(15) Turkey Croissant	E00431	Naples Dental Assoc.	7/8/2015



Ingredients Worksheet

Client/Organization Greg's Soccer Team	Event Date 6/4/2015 (Thu)	Booking Contact Greg Stubenstein	Site Contact Greg Stubenstein	Event # E00374
Address 6680 Crestview Lane NW, Naples, FL 34102		Telephone (507) 253-1869	Theme Banquet	Guests 20 (Act)
Party Name Greg's Soccer Team	Theme Banquet	Category Business	Sales Rep Kathy Wilson	

Name	Qty	Measure	Category	Vendor	Conversion
<u>Mid Morning Break - 6/4/2015 - 9:00 am</u>					
<u>(1) Bagels</u>					
Bagel	12	Each	Marcel's Bakery	Marcel Bakery	(12) Each
Cream Cheese	48	Solid Oz	Laughing Cow Dairy	The Laughing Cow	(3) Pounds
<u>(1) Coffee</u>					
Coffee	7	Solid Oz	Sysco	Sysco	(7) Solid Ozs
<u>(1) Hot Chocolate</u>					
Hot choco pack	32	Each	Sysco	Sysco	(32) Each
<u>(1) Muffins</u>					
Mini Muffin	24	Each	Marcel's Bakery	Marcel Bakery	(24) Each
<u>(20) Soft Drinks and Mineral Water</u>					
Mineral Water and soft drinks	20	Each	Sysco	Sysco	(20) Each
<u>Luncheon Served - 6/4/2015 - 11:30 am</u>					
<u>(15) Chicken Breast Supreme</u>					
Chicken breast	15	Each	Sysco	Sysco	(15) Each
Dinner plate charge (Salad, roll, butter)	15	Each			(15) Each
<u>(3) Lasagna</u>					
Dinner plate charge (Salad, roll, butter)	3	Each			(3) Each
Lasagna	18	Solid Oz	Sysco	Sysco	(1) Pound, (2) Solid Ozs
<u>(2) Natural Roast of Turkey</u>					
Chicken Gravy	4	Liquid Oz	Sysco	Sysco	(4) Liquid Ozs
Dinner plate charge (Salad, roll, butter)	2	Each			(2) Each
Roasted Turkey	12	Solid Oz	Grand Western Meat	Grand Western	(12) Solid Ozs
Sage dressing	6	Solid Oz	Sysco	Sysco	(6) Solid Ozs



Ingredients Summary

Client/Organization Greg's Soccer Team	Event Date 6/4/2015 (Thu)	Booking Contact Greg Stubenstein	Site Contact Greg Stubenstein	Event # E00374
Address 6680 Crestview Lane NW, Naples, FL 34102		Telephone (507) 253-1869	Theme Banquet	Guests 20 (Act)
Party Name Greg's Soccer Team	Theme Banquet	Category Business	Sales Rep Kathy Wilson	

Name	Qty	Measure	Name	Qty	Measure	Name	Qty	Measure
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Mid Morning Break - 6/4/2015 - 9:00 am

(1) Bagels

Bagel	12	Each	Cream Cheese	48	Solid Oz
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(1) Coffee

Coffee	7	Solid Oz
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(1) Hot Chocolate

Hot choco pack	32	Each
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(1) Muffins

Mini Muffin	24	Each
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(20) Soft Drinks and Mineral Water

Mineral Water and	20	Each
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Luncheon Served - 6/4/2015 - 11:30 am

(15) Chicken Breast Supreme

Chicken breast	15	Each	Dinner plate charg	15	Each
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(3) Lasagna

Dinner plate charg	3	Each	Lasagna	18	Solid Oz
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(2) Natural Roast of Turkey

Chicken Gravy	4	Liquid Oz	Dinner plate charg	2	Each	Roasted Turkey	12	Solid Oz
Sage dressing	6	Solid Oz	Vegetable du Jour	6	Solid Oz			

Dinner Buffet - 6/4/2015 - 5:00 pm

(7) Baked Chicken with Stuffing

Chicken breast	7	Each	Chicken Gravy	21	Liquid Oz	Cream	14	Pint
Dinner plate charg	7	Each	Sage dressing	28	Solid Oz			

(20) Chef's Choice Dessert

Pie du jour (Slice)	20	Each
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(20) Fruitopia



Ingredients List

Client/Organization Greg's Soccer Team	Event Date 8/2/2015 (Sun)	Booking Contact Greg Stubenstein	Site Contact Greg Stubenstein	Event # E00374
Address 6680 Crestview Lane NW, Naples, FL 34102		Telephone (507) 253-1869	Theme Banquet	Guests 20 (Act)
Party Name Greg's Soccer Team	Fax (507) 457-9988	Category Business	Sales Rep Kathy Wilson	

Name	Qty	Measure	Conversion	Associated With...
<u>Mid Morning Break - 8/2/2015 - 9:00 am</u>				
Bagel	12	Each	(12) Each	(1) Bagels
Coffee	7	Solid Oz	(7) Solid Ozs	(1) Coffee
Cream Cheese	48	Solid Oz	(3) Pounds	(1) Bagels
Hot choco pack	32	Each	(32) Each	(1) Hot Chocolate
Mineral Water and soft drinks	20	Each	(20) Each	(20) Soft Drinks and Mineral Water
Mini Muffin	24	Each	(24) Each	(1) Muffins
<u>Luncheon Served - 8/2/2015 - 11:30 am</u>				
Chicken breast	8	Each	(8) Each	(8) Chicken Breast Supreme
Chicken Gravy	18	Liquid Oz	(1) Pints	(9) Natural Roast of Turkey
Lasagna	18	Solid Oz	(1) Pounds	(3) Lasagna
Roasted Turkey	54	Solid Oz	(3.5) Pounds	(9) Natural Roast of Turkey
Sage dressing	27	Solid Oz	(1.75) Pounds	(9) Natural Roast of Turkey
Vegetable du Jour	27	Solid Oz	(1.75) Pounds	(9) Natural Roast of Turkey
<u>Dinner Buffet - 8/2/2015 - 5:00 pm</u>				
Butter	10	Tablespoon	(10) Tablespoons	(10) Sweet Baby Carrots
Dinner plate charge (Salad, roll, butter)	7	Each	(7) Each	(7) Premium Roast Beef
Frutopia	20	Each	(20) Each	(20) Frutopia
Iceberg Lettuce	40	Solid Oz	(2.5) Pounds	(10) Tossed Salad with Assorted Dressings
Mineral Water and soft drinks	20	Each	(20) Each	(20) Soft Drinks and Mineral Water
Pasta Salad	40	Solid Oz	(2.5) Pounds	(10) Pasta Salad
Pie du jour (Slice)	20	Each	(20) Each	(20) Chef's Choice Dessert
Prime Rib	84	Solid Oz	(5.25) Pounds	(7) Premium Roast Beef
Ranch Dressing	20	Solid Oz	(1.25) Pounds	(10) Tossed Salad with Assorted Dressings
Sweet Baby Carrots	50	Solid Oz	(3) Pounds	(10) Sweet Baby Carrots
Whipped Potato	50	Solid Oz	(3) Pounds	(10) Whipped Potatoes with Gravy

Event Master

7/1/2015 - 8/31/2015

Excluding: Closed, Cancelled

Thursday, July 02, 2015

E00442 (Definite)
Robert Hamilton Company
800 South Turner Crossroad
Ft. Myers, FL 55416
Dennis Dzubay
(612) 544-1234

Operation: Charlie's Catering
Theme: Meeting
Sales Rep: Kathy Wilson
Description: Luncheon Served
Times: 02:00 pm - 04:30 pm / 03:00 pm
Guests: 32 (Act)
Banquet Room: Sand-Sun / Rounds

Food/Service Items

- (15) Chef Salad**
includes: Parmesan Bread Stick
- (30) Chicken Salad Croissant**
Served with lettuce, tomato and potato chips
- (4) Coffee per gallon**
- (65) Mineral Water per bottle**
- (2) Fruit Punch per gallon**
- (2) Cookies and Brownies**

Friday, July 03, 2015

E00443 (Definite)
Solid Rock Church - Womens Retreat
11800 196th Ave NW
Naples, FL 34110
Patty Lemier
(612) 427-1296

Operation: Riverside Banquet Center
Theme: Seminar
Sales Rep: Jo Ann Mulnix
Description: Dinner Served
Times: 05:00 pm - 08:00 pm / 05:00 am
Guests: 200 (Act)
Banquet Room: Ocean / Rounds

Food/Service Items

- (2) Room Charge**
- (50) Chef Salad**
includes: Parmesan Bread Stick
- (50) Tuna Salad Croissant**
Served with lettuce, tomato and potato chips
- (50) Turkey Salad Croissant**
Served with lettuce, tomato and potato chips
- (50) Ham Salad Croissant**
Served with lettuce, tomato and potato chips
- (50) Vanilla Ice Cream**
- (50) Chocolate Ice Cream**
- (50) Rainbow Sherbet**
- (50) Cheese Cake**

Event Master
7/1/2015 - 9/5/2015

Excluding: Closed, Cancelled

E00442	Robert Hamilton Company	Company Luncheon
Definite	800 South Turner Crossroad Ft. Myers, FL 55416	Meeting
Thursday, July 02, 2015	Dennis Dzubay	Business
02:00 pm	(612) 544-1234	Kathy Wilson
		Charlie's Catering

Luncheon Served
02:00 pm - 04:30 pm / 03:00 pm
32 (Act)
Banquet Room (Setup Style)
Sand-Sun (Rounds)

Food/Service Items

(15) Chef Salad
includes: Parmesan Bread Stick

(30) Chicken Salad Croissant
Served with lettuce, tomato and potato chips

(4) Coffee *per gallon*

(65) Mineral Water *per bottle*

(2) Fruit Punch *per gallon*

(2) Cookies and Brownies



Event Recipes

Client/Organization CAM/USON Company	Event Date 5/16/2015 (Sat)	Booking Contact Trisha Lupton	Site Contact Trisha Lupton	Event # E00411
Address 322 West State Street, Naples, FL 34102		Telephone (612) 208-3060	Theme Meeting	Guests 30 (Act)
Party Name Company Meeting	Theme Meeting	Category Business	Sales Rep Jo Ann Mulnix	

Chicken Cordon Bleu

Per Serving:

1. Pound a 6 oz chicken breast to 1/4 inch thickness.
2. Layer with one slice of ham and 2 slices of Swiss.
3. Roll and hold together with a toothpick.
4. Sear on all sides and bake for 12 minutes.
5. Top with Swiss Mornay sauce.
6. Serve on top of Steamed Rice.

Chef Salad

Per Serving:

1. Start in the appropriate sized salad bowl.
2. Combine lettuce with 1 hard boiled Egg, 2oz chopped Ham, 2oz Swiss cheese, 2oz Cheddar cheese and 2oz chopped Turkey.
3. Present as indicated on the picture.
4. Serve with choice of Dressing.



FOOD ITEMS

Client/Organization Opportunity Workshop		Event Date 5/29/2015 (Fri)	Booking Contact Barb Sundt	Site Contact David Schini	Event # E00372
Address 5500 Opportunity Court, Ft. Myers, FL 55343			Telephone (612) 930-4278	Theme Meeting	Guests 20 (Gtd)
Party Name Opportunity Workshop	Theme Meeting	Category Business		Sales Rep Kathy Wilson	

Name	Category	Prep Area	Vendor	Price	Qty
<u>Opportunity Workshop - 5/29/2015 - 9:00 am</u>					
Daybreaker	Breakfast	Hot Line	IN HOUSE	\$7.95	4
Eye Opener	Breakfast	Hot Line	IN HOUSE	\$6.75	4
<u>Lunch Buffet - 5/29/2015 - 12:00 pm</u>					
Chicken Breast Supreme	Lunch	Hot Line	IN HOUSE	\$8.95	5
Natural Roast of Turkey	Lunch	Hot Line	IN HOUSE	\$8.95	3
<u>Opportunity Workshop - 5/29/2015 - 2:30 am</u>					
Donuts	Breakfast	Hot Line	Marcel Bakery	\$18.00	1
Danish	Breakfast	Hot Line	Marcel Bakery	\$18.00	1
Muffins	Breakfast	Hot Line	Marcel Bakery	\$18.00	1

Food/Service Items

Excluding: Closed, Cancelled
Group By Prep Area

7/11/2015 - 7/15/2015

Item Name	Type	Prep Area	Category	Price	Qty	Total	Event #	Date	Sales Rep	Client/Organization
Bar										
· Domestic - Bottle	Beverage	Bar	Beer	2.75	100	275.00	E00319	7/12/2015	Roxanne M. Mc Ni	Gustave A. Larson Compan
· Margarita	Liquor	Bar	Beer	6.95	100	695.00	E00323	7/15/2015	Kathy Wilson	P S S
· Soft Drinks	Beverage	Bar	Break Item	1.00	54	54.00	E00387	7/12/2015	Kathy Wilson	Naples Dental Assoc.
· Mineral Water	Beverage	Bar	Break Item	1.25	54	67.50	E00387	7/12/2015	Kathy Wilson	Naples Dental Assoc.
Count of Bar: 4					308	1,091.50				
Cold Prep										
· Turkey Croissant	Food	Cold Prep	Lunch	6.95	15	104.25	E00387	7/12/2015	Kathy Wilson	Naples Dental Assoc.
· Club Croissant	Food	Cold Prep	Lunch	6.95	15	104.25	E00387	7/12/2015	Kathy Wilson	Naples Dental Assoc.
· Ham Croissant	Food	Cold Prep	Lunch	6.95	15	104.25	E00387	7/12/2015	Kathy Wilson	Naples Dental Assoc.
· Tuna Salad Croissant	Food	Cold Prep	Lunch	6.95	15	104.25	E00387	7/12/2015	Kathy Wilson	Naples Dental Assoc.
· Lunch served at 12 00	Other	Cold Prep	Lunch	0.00	0	0.00	E00445	7/13/2015	John Smith	N A C M
· Ham Croissant	Food	Cold Prep	Lunch	6.88	11	75.68	E00445	7/13/2015	John Smith	N A C M
· Chicken Ala King over Bisquits	Food	Cold Prep	Lunch	6.88	10	68.80	E00445	7/13/2015	John Smith	N A C M
· Includes	Other	Cold Prep	Lunch	0.00	0	0.00	E00445	7/13/2015	John Smith	N A C M
· Cole Slaw and Cookies	Other	Cold Prep	Lunch	0.00	0	0.00	E00445	7/13/2015	John Smith	N A C M
Count of Cold Prep: 9					81	561.48				
Hot Line										
· The Skyway	Food	Hot Line	Lunch	10.95	85	930.75	E00319	7/12/2015	Roxanne M. Mc Ni	Gustave A. Larson Compan
· The Skyway	Food	Hot Line	Lunch	10.95	85	930.75	E00378	7/14/2015	Roxanne M. Mc Ni	Gustave A. Larson Compan
· Altantic Salmon	Food	Hot Line	Dinner	21.95	20	439.00	E00323	7/15/2015	Kathy Wilson	P S S
· Supreme Buffet	Food	Hot Line	Dinner	18.95	25	473.75	E00257	7/15/2015	John Smith	Acoustics Associates
Count of Hot Line: 4					215	2,774.25				
Kitchen										
· Crowned Filet	Food	Kitchen	Dinner	21.95	20	439.00	E00323	7/15/2015	Kathy Wilson	P S S
Count of Kitchen: 1					20	439.00				
Setup										
· Podium N/C	Equipment	Setup	AV Equipment	0.00	0	0.00	E00319	7/12/2015	Roxanne M. Mc Ni	Gustave A. Larson Compan
· Overhead Projector	Equipment	Setup	AV Equipment	20.00	1	20.00	E00319	7/12/2015	Roxanne M. Mc Ni	Gustave A. Larson Compan
· Projection Screen	Equipment	Setup	AV Equipment	10.00	1	10.00	E00319	7/12/2015	Roxanne M. Mc Ni	Gustave A. Larson Compan



Room Setup Notes

Client/Organization Aid Association for Lutherans		Event Date 6/13/2015 (Sat)	Booking Contact Barbara Hendricks	Site Contact Pam Minick	Event # E00453
Address 4900 N Hwy 169 #308, Ft. Myers, FL 55428			Telephone (612) 535-7220	Theme Meeting	Guests 120 (Act)
Party Name Association Dinner	Party Name Association Dinner	Category Business		Sales Rep Roxanne M. Mc Namer	

Description	Arrival	Start	End	Serving	Departure	Banquet Room	Setup Style
Dinner Buffet	4:45 pm	5:00 pm	10:00 pm	6:30 pm	12:00 am	Royal Palm	Rounds

Please set the room up with the head table at the north side of the room. The centerpieces must be placed at each table and two centerpieces are required at the head table



Directions To Event

Client/Organization Wiggins, Goodlette & Davis P.A	Event Date 8/9/2015 (Sun)	Booking Contact Celia Holmes	Site Contact Celia Holmes	Event# E00402
Address 1177 3rd St S, Naples, FL 34102		Telephone (239) 678-1245	Theme Office Party	Guests 18 (Gtd)
PartyName Wiggins & Assoc.	Fax (239) 415-8557	Category Business	Sales Rep John Smith	

Luncheon Served - 8/9/2015 - 12:00 pm

Directions

Exit 16 off of route 75 - (right off ramp)
 Pine Ridge road for 5 miles -
 South (left) on route 41 - stay on for 4.5 miles
 Right on Banyon (west)
 Right on Gulf Shore Blvd (1.1 miles)

 Park's on the left side

Event Deliveries

8/9/2015 - 8/9/2015

Sunday, August 09,

Wiggins, Goodlette & Davis P.A

Wiggins & Assoc.

E00402

1177 3rd St S

Office Party

Tentative

Naples, FL 34102

Lunch

Celia Holmes

(239) 678-1245

Description Luncheon Served Delivery Person John
Start-End / Delivery 04:45 pm - 08:00 pm / 04:00 pm Banquet Room
Guests 20 (Pln) Setup Style

Item Name	Qty	Category	Type	Prep Area	Unit
Deli Plate	20	Lunch	Food	Cold Prep	
Caesar Salad	20	Lunch	Food	Cold Prep	
Mineral Water	10	Break Item	Beverage	Bar	
Soft Drinks	20	Break Item	Beverage	Bar	

Delivery Notes

3 Bar Stools
3 Bags of Ice
1 Basket Fresh Fruit Assortment
3 Bottles House White
3 Bottles House Red

Site Location

Cambier Park
735 8th St S
Naples, FL 34102

Directions

Exit 16 off of route 75 - (right off ramp)
Pine Ridge road for 5 miles -
South (left) on route 41 - stay on for 4.5 miles
Right on Banyon (west)
Right on Gulf Shore Blvd (1.1 miles)

Park's on the left side



Event Deliveries

Client/Organization Wiggins, Goodlette & Davis P.A		Event Date 8/9/2015 (Sun)		Booking Contact Celia Holmes		Site Contact Celia Holmes		Event # E00402			
Guests 18 (Gtd)				Telephone (239) 678-1245		Fax (239) 415-8557		Guests 18 (Gtd)			
Address 1177 3rd St S, Naples, FL 34102			Theme Office Party			Category Business			Sales Rep John Smith		

Description	Arrival	Start	End	Delivery	Delivery	Departure	Type
Luncheon Served	4:00 pm	4:45 pm	8:00 pm	4:00 pm	4:00 pm	8:30 pm	Off-Premise
Site Name		Site Address				Site Category	
Cambier Park		735 8th St S, Naples 34102				Outdoor	
<u>Directions</u>							
Exit 16 off of route 75 - (right off ramp)							
Pine Ridge road for 5 miles -							
South (left) on route 41 - stay on for 4.5 miles							
Right on Banyon (west)							
Right on Gulf Shore Blvd (1.1 miles)							

Park's on the left side							
Delivery Item		Category		Type		Prep Area	Qty
Deli Plate		Lunch		Food		Cold Prep	20
Caesar Salad		Lunch		Food		Cold Prep	20
Mineral Water		Break Item		Beverage		Bar	10
Soft Drinks		Break Item		Beverage		Bar	20
<u>Delivery Item</u>							
3 Bar Stools							
3 Bags of Ice							
1 Basket Fresh Fruit Assortment							
3 Bottles House White							
3 Bottles House Red							

Event Checklist

7/1/2015 - 7/12/2015

Excluding: Closed, Cancelled
Group By Done/Not Done

Checklist Item	Due	Assigned To	Done On	Done By	Event Information
Not Done					
Fill creamers	7/10/2015	Roxanne M. Mc Nai			** - E00186 - Goetz/Lyons Wedding Reception
Call For Final Guest Count	7/10/2015	Kathy Wilson			** - E00387 - Naples Dental Assoc.
Pipe butter into ramicans	7/10/2015	Roxanne M. Mc Nai			** - E00186 - Goetz/Lyons Wedding Reception
Flower arrangements on table	7/10/2015	Roxanne M. Mc Nai			** - E00186 - Goetz/Lyons Wedding Reception
Setup chafing dishes	7/10/2015	Roxanne M. Mc Nai			** - E00186 - Goetz/Lyons Wedding Reception
Count of Not Done: 5					
Done					
Get Signed Contract from Client	7/1/2015	Kathy Wilson	7/1/2015	Administrator	** - E00387 - Naples Dental Assoc.
Call For Final Guest Count	7/1/2015	Jo Ann Mulnix	7/1/2015	Administrator	** - E00344 - Diebold Company
Get Initial Deposit	7/1/2015	Kathy Wilson	7/3/2015	Administrator	** - E00387 - Naples Dental Assoc.
Cut fruit	7/1/2015	Kathy Wilson	7/1/2013	Administrator	** - E00442 - Robert Hamilton Company
Make mixers	7/1/2015	Kathy Wilson	7/1/2015	Administrator	** - E00442 - Robert Hamilton Company
Wash/sanitize glassware	7/1/2015	John Smith	7/1/2015	Administrator	** - E00442 - Robert Hamilton Company
Polish glassware	7/2/2015	John Smith	7/2/2015	Administrator	** - E00442 - Robert Hamilton Company
Check fridge temps	7/2/2015	John Smith	7/2/2015	Administrator	** - E00442 - Robert Hamilton Company
BOE to Chef	7/6/2015	Kathy Wilson	7/6/2015	Administrator	** - E00387 - Naples Dental Assoc.
Fax/Email Invoice	7/6/2015	Roxanne M. Mc Nai	7/6/2015	Administrator	** - E00443 - Solid Rock Church - Womens Retreat
Fax/Email Invoice	7/7/2015	Kathy Wilson	7/7/2015	Administrator	** - E00344 - Diebold Company
Adjust Room Temp	7/9/2015	Kathy Wilson	7/8/2015	Administrator	** - E00186 - Goetz/Lyons Wedding Reception
Polish wine/champagne glasses	7/9/2015	Kathy Wilson	7/8/2015	Administrator	** - E00186 - Goetz/Lyons Wedding Reception
Place Settings	7/9/2015	John Smith	7/8/2015	Administrator	** - E00186 - Goetz/Lyons Wedding Reception
Call For Final Guest Count	7/11/2015	Jo Ann Mulnix	7/15/2015	Administrator	** - E00111 - Crow Wedding Reception
Count of Done: 15					

Total Count 20



Event Checklist

Client/Organization Wiggins, Goodlette & Davis P.A		Event Date 8/9/2015 (Sun)	Booking Contact Celia Holmes	Site Contact Celia Holmes	Event # E00402
Address 1177 3rd St S, Naples, FL 34102			Telephone (239) 678-1245	Theme Office Party	Guests 18 (Gtd)
Party Name Wiggins & Assoc.	Fax (239) 415-8557	Category Business		Sales Rep John Smith	

Not Done

Checklist Item	Due	Assigned To	Done	Done By
<u>Unassigned</u>				
Call For Final Guest Count	8/6/2013	Jo Ann Mulnix		
Fax/Email Invoice	8/12/2013	Jo Ann Mulnix		

Done

Checklist Item	Due	Assigned To	Done	Done By
<u>Unassigned</u>				
Get Signed Contract from Client	8/1/2013	Kathy Wilson	8/1/2013	Administrator
BOE to Chef	8/5/2013	John Smith	8/5/2013	Administrator
Get Initial Deposit	8/5/2013	Kathy Wilson	8/5/2013	Administrator



Staffing For Event

Client/Organization Glessing Wedding	Event Date 6/19/2015 (Fri)	Booking Contact Michelle Glessing	Site Contact Scott Glessing	Event # E00027
Address 7432 Dupont Ave. S, Naples, FL 34106		Telephone (612) 541-0444	Theme Wedding Reception	Guests 210 (Act)
Party Name Glessing/Jones Wedding Reception	Fax (612) 347-8899	Category Group Sales	Sales Rep Kathy Wilson	

Description	Arrival	Start	End	Serving	Departure	Banquet Room	Setup Style
Dinner Buffet	4:00 pm	5:00 pm	11:00 pm	6:30 pm	12:30 am	Sand-Sun	Rounds of 10
Setup Notes							
Set-up the dance floor in the middle of the room, with 21 rounds of 10 around it. Leave a space for the DJ.							
Employee	Start	End	Telephone	Category	Department	Confirmed	
Waiter/Waitress	5:00 pm	12:00 am	Required: 3				
Eric Myers	12:00 pm	1:00 am	(941) 735-8942	Full Time	Wait Staff	✓	
Julie Strauss	12:00 pm	11:30 pm	(941) 579-2498	Full Time	Wait Staff	✓	
Kelly Johnson	12:00 pm	11:30 pm	(941) 772-9845	Part Time	Wait Staff	✓	
Bus Boy	5:00 pm	12:00 am	Required: 1				
Neil Morgan	12:00 pm	1:00 am	(941) 589-1645	Part Time	Wait Staff	✓	



Employee Sign-In Sheet

Client/Organization Glessing Wedding		Event Date 6/19/2015 (Fri)	Booking Contact Michelle Glessing	Site Contact Scott Glessing	Event # E00027
Address 7432 Dupont Ave. S, Naples, FL 34106			Telephone (612) 541-0444	Theme Wedding Reception	Guests 210 (Act)
Party Name Glessing/Jones Wedding Reception		Fax (612) 347-8899	Category Group Sales		Sales Rep Kathy Wilson

Description	Start	End	Serving	Bar	Delivery	Banquet Room	Setup Style	
Dinner Buffet	5:00 pm	11:00 pm	6:30 pm	6:00 pm	12:00 am	Sand-Sun	Rounds of 10	
Employee		Start	End	Telephone	Confirmed	In	Out	Hours
Waiter/Waitress		5:00 pm	12:00 am	Required: 3				
Eric Myers		12:00 pm	1:00 am	(941) 735-8942	✓			
Julie Strauss		12:00 pm	11:30 pm	(941) 579-2498	✓			
Kelly Johnson		12:00 pm	11:30 pm	(941) 772-9845	✓			
Bus Boy		5:00 pm	12:00 am	Required: 1				
Neil Morgan		12:00 pm	1:00 am	(941) 589-1645	✓			

Employee Staffing

7/1/2015 - 7/31/2015

Excluding: Closed, Cancelled

Date	Employee	Telephone	Emp #	Position	Event #	Client/Organization	Theme	Banquet Room	Start	End	Hours	Wage	Total	Conf
<u>Carolyn Bakerton</u>														
.. 7/4/2015	Carolyn Bakerton () -		E00001	Water/Waitress	E00452	American Family Insi	Meeting	Terrace	10:00 am	03:30 prr	5.5	7.00	38.50	
.. 7/4/2015	Michael Collins () -		E00010	Water/Waitress	E00452	American Family Insi	Meeting	Terrace	10:00 am	03:30 prr	5.5	7.00	38.50	
.. 7/4/2015	Larry Dallas () -		E00016	Water/Waitress	E00452	American Family Insi	Meeting	Terrace	10:00 am	03:30 prr	5.5	7.00	38.50	
.. 7/4/2015	Scott Dillinger () -		E00011	Water/Waitress	E00452	American Family Insi	Meeting	Terrace	10:00 am	03:30 prr	5.5	7.00	38.50	
													154.00	
<u>Neil Morgan</u>														
.. 7/5/2015	Neil Morgan (941) 589-1645		E01004	Bus Boy	E00344	Diebold Company	Banquet	Sea	09:00 am	06:00 am	3	6.50	19.50	
.. 7/5/2015	Kelly Johnson (941) 772-9845		E01003	Water/Waitress	E00344	Diebold Company	Banquet	Sea	09:00 am	06:00 am	3	7.00	21.00	
.. 7/5/2015	Julie Strauss (941) 579-2498		E01001	Water/Waitress	E00344	Diebold Company	Banquet	Sea	09:00 am	06:00 am	3	7.00	21.00	
.. 7/5/2015	Eric Myers (941) 735-8942		E01000	Water/Waitress	E00344	Diebold Company	Banquet	Sea	06:00 am	01:00 am	5	7.00	35.00	
.. 7/5/2015	Julie Strauss (941) 579-2498		E01001	Water/Waitress	E00344	Diebold Company	Banquet	Sea	06:00 am	01:00 am	5	7.00	35.00	
.. 7/5/2015	Kelly Johnson (941) 772-9845		E01003	Bartender	E00344	Diebold Company	Banquet	Sea	06:00 am	01:00 am	5	7.00	35.00	
.. 7/5/2015	Neil Morgan (941) 589-1645		E01004	Bus Boy	E00344	Diebold Company	Banquet	Sea	06:00 am	01:00 am	5	6.50	32.50	
													199.00	
<u>Eric Myers</u>														
.. 7/10/2015	Eric Myers (941) 735-8942		E01000	Water/Waitress	E00186	Goetz/Lyons Weddin	Wedding Recept	Ocean	04:00 am	01:00 am	21	7.00	147.00	
.. 7/10/2015	Julie Strauss (941) 579-2498		E01001	Water/Waitress	E00186	Goetz/Lyons Weddin	Wedding Recept	Ocean	04:00 am	12:00 am	20	7.00	140.00	
.. 7/10/2015	Kelly Johnson (941) 772-9845		E01003	Bartender	E00186	Goetz/Lyons Weddin	Wedding Recept	Ocean	04:00 am	12:00 am	20	7.00	140.00	
.. 7/10/2015	Neil Morgan (941) 589-1645		E01004	Bus Boy	E00186	Goetz/Lyons Weddin	Wedding Recept	Ocean	04:00 am	12:00 am	20	5.00	100.00	
													527.00	
<u>Julie Strauss</u>														
.. 7/12/2015	Julie Strauss (941) 579-2498		E01001	Water/Waitress	E00319	Gustave A. Larson C	Meeting	Sand-Sun	11:30 prr	04:00 prr	16.5	7.00	115.50	
													115.50	
<u>Michael Collins</u>														
.. 7/13/2015	Michael Collins () -		E00010	Water/Waitress	E00445	N A C M	Meeting	Meeting	10:30 am	03:30 prr	5	7.00	35.00	
.. 7/13/2015	Scott Dillinger () -		E00011	Water/Waitress	E00445	N A C M	Meeting	Meeting	10:30 am	03:30 prr	5	7.00	35.00	
.. 7/13/2015	Chris Kiplinger () -		E00024	Water/Waitress	E00445	N A C M	Meeting	Meeting	10:30 am	03:30 prr	5	7.00	35.00	
.. 7/13/2015	Ralph Furley () -		E00020	Bus Boy	E00445	N A C M	Meeting	Meeting	10:30 am	03:30 prr	5	5.00	25.00	
.. 7/13/2015	George Roop () -		E00003	Bus Boy	E00445	N A C M	Meeting	Meeting	10:30 am	03:30 prr	5	5.00	25.00	
.. 7/13/2015	Thomas Magnum () -		E00015	Bartender	E00445	N A C M	Meeting	Meeting	10:30 am	03:30 prr	5	10.00	50.00	

Employee Staffing

5/29/2015 - 8/31/2015

Excluding: Closed, Cancelled
Employee = Hazelby, Amy

Amy Hazelby

E00007

6/14/2015	Waiter/Waitress 09:00 am to 01:30 pm E00385 Naples Dental Assoc. Holiday Inn Downtown 1100 Tamiami Trail North Naples, FL 34102 () -	Not Confirmed Naples Dental Assoc. Seminar
7/5/2015	Waiter/Waitress 05:00 pm to 10:00 pm E00344 Diebold Company 1063 10th Ave SE Ft. Myers, FL 55414 () -	Sea ✓ Confirmed Sales Meeting Banquet
7/12/2015	Waiter/Waitress 11:45 am to 04:00 pm E00319 Gustave A. Larson Company 11546 Andy Rosse Lane Captive, FL 33924 () -	Sand-Sun ✓ Confirmed Company Luncheon Meeting
7/16/2015	Waiter/Waitress 04:00 pm to 10:00 pm E00111 Crow Wedding Reception 6460 Sanibel Captiva Rd Sanibel, FL 33957 () -	Sand-Sun Not Confirmed Crow Wedding Reception Wedding Reception
7/21/2015	Waiter/Waitress 04:00 pm to 10:00 pm E00381 F.G.C.U. F.G.C.U. Library 1051 FGCU Blvd S. Ft. Myers, FL 33965 () -	Royal Palm ✓ Confirmed Prof. Kingsfield's Retirement Party Retirement
8/6/2015	Waiter/Waitress 04:00 pm to 01:00 am E00226 Lenox/Uchtman Wedding 4800 Deerwood Dr Naples, FL 34105 () -	Ocean Not Confirmed Lenox/Uchtman Wedding Wedding Reception

Scheduled Shifts

7/1/2015 - 7/31/2015

Excluding: Closed, Cancelled

Group By Date

Date	Shift Position	Event #	Client/Organization	Banquet Room	Sales Rep	Start	End	Hours	Req	Price	Flat	Total	Book	Conf
<u>7/4/2015 - Saturday</u>														
.. 7/4/2015	Water/Waitress	E00452	American Family Insurance	Terrace	Jo Ann Mulnix	10:00 am	03:30 prr	5.5	4	20.00		440.00	4	0
<u>7/5/2015 - Sunday</u>														
.. 7/5/2015	Water/Waitress	E00344	Diebold Company	Sea	Jo Ann Mulnix	06:00 prr	09:00 prr	5	0	0.00		0.00	2	0
.. 7/5/2015	Bartender	E00344	Diebold Company	Sea	Jo Ann Mulnix	06:00 prr	09:00 prr	5	0	0.00		0.00	1	0
.. 7/5/2015	Bus Boy	E00344	Diebold Company	Sea	Jo Ann Mulnix	06:00 prr	09:00 prr	5	0	0.00		0.00	1	0
.. 7/5/2015	Bus Boy	E00344	Diebold Company	Sea	Jo Ann Mulnix	12:00 prr	02:30 prr	4	0	0.00		0.00	1	0
.. 7/5/2015	Water/Waitress	E00344	Diebold Company	Sea	Jo Ann Mulnix	12:00 prr	02:30 prr	4	0	0.00		0.00	2	0
<u>7/10/2015 - Friday</u>														
.. 7/10/2015	Water/Waitress	E00186	Goetz/Lyons Wedding Reception	Ocean	Roxanne M. Mc Narr	05:00 prr	12:00 am	9	0	0.00		0.00	2	0
.. 7/10/2015	Bartender	E00186	Goetz/Lyons Wedding Reception	Ocean	Roxanne M. Mc Narr	05:00 prr	12:00 am	9	0	0.00		0.00	1	0
.. 7/10/2015	Bus Boy	E00186	Goetz/Lyons Wedding Reception	Ocean	Roxanne M. Mc Narr	05:00 prr	12:00 am	9	0	0.00		0.00	1	0
<u>7/12/2015 - Sunday</u>														
.. 7/12/2015	Water/Waitress	E00319	Gustave A. Larson Company	Sand-Sun	Roxanne M. Mc Narr	12:45 prr	03:00 prr	4.25	0	0.00		0.00	1	0
<u>7/13/2015 - Monday</u>														
.. 7/13/2015	Water/Waitress	E00445	N A C M	Meeting	John Smith	10:30 am	03:30 prr	5	2	20.00		200.00	3	0
.. 7/13/2015	Bus Boy	E00445	N A C M	Meeting	John Smith	10:30 am	03:30 prr	5	2	10.00		100.00	2	0
.. 7/13/2015	Bartender	E00445	N A C M	Meeting	John Smith	10:30 am	03:30 prr	5	2	25.00		250.00	2	0
.. 7/13/2015	Host/Hostess	E00445	N A C M	Meeting	John Smith	10:30 am	03:30 prr	5	1	5.00		25.00	1	0
<u>7/14/2015 - Tuesday</u>														
.. 7/14/2015	Water/Waitress	E00378	Gustave A. Larson Company	Royal Palm	Roxanne M. Mc Narr	11:15 am	02:45 prr	3.5	6	20.00		420.00	0	0
.. 7/14/2015	Bus Boy	E00378	Gustave A. Larson Company	Royal Palm	Roxanne M. Mc Narr	11:15 am	02:45 prr	3.5	4	10.00		140.00	0	0
.. 7/14/2015	Bartender	E00378	Gustave A. Larson Company	Royal Palm	Roxanne M. Mc Narr	11:15 am	02:45 prr	3.5	4	25.00		350.00	0	0
.. 7/14/2015	Host/Hostess	E00378	Gustave A. Larson Company	Royal Palm	Roxanne M. Mc Narr	11:15 am	02:45 prr	3.5	2	5.00		35.00	0	0
<u>7/15/2015 - Wednesday</u>														