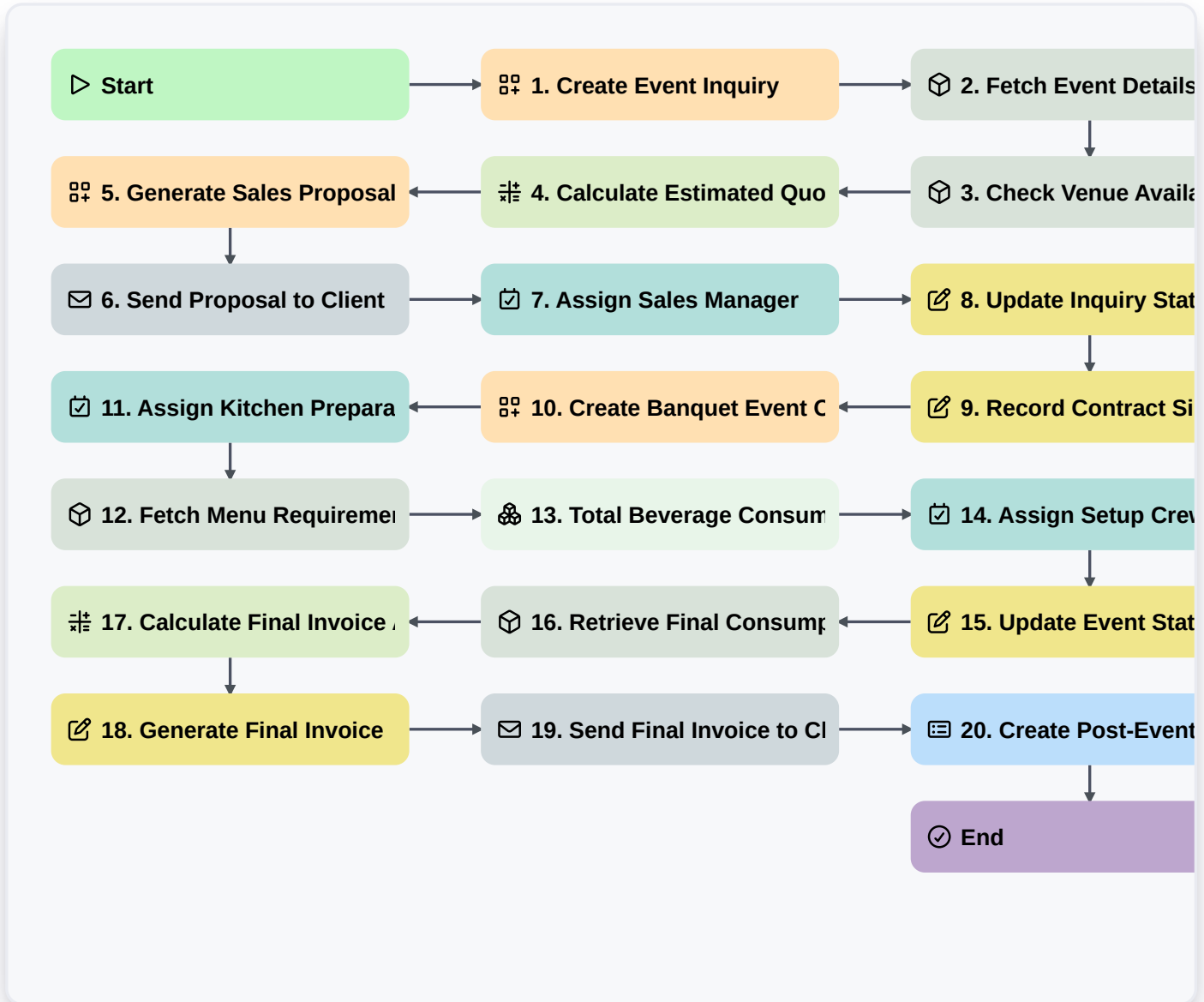


# Event And Banquet Management Workflow For Hotels



## Start

Start of the Workflow/Process.

## 1. Create Event Inquiry

Create a new entry in the 'Event Inquiries' data model when a potential client contacts the hotel.

## 2. Fetch Event Details

Retrieve the specific details (date, guest count, requirements) from the newly created Inquiry entry.

## 3. Check Venue Availability

Query the 'Venues' data model to see if the requested date and capacity are available.

## 4. Calculate Estimated Quote

Calculate the initial cost based on guest count, menu price per head, and room rental fees.

## 5. Generate Sales Proposal

Create a 'Proposal' entry containing the calculated costs and selected menu options.



## ✉ **6. Send Proposal to Client**

Send an email to the client's email address containing the proposal details and a call to action.

## 📅 **7. Assign Sales Manager**

Create a task for the Banquet Sales Manager to review the inquiry and follow up.

## ✍️ **8. Update Inquiry Status to 'Negotiation'**

Update the status of the original inquiry entry to reflect that a proposal has been sent.

## ✍️ **9. Record Contract Signature**

Update the Event entry with the signed contract date and any updated terms once the client accepts.

## 📄 **10. Create Banquet Event Order (BEO)**

Create a BEO entry which serves as the operational instruction for the kitchen and floor staff.

## 📅 **11. Assign Kitchen Preparation Task**

Create a task for the Head Chef to review the BEO and plan food preparation.

## 📦 **12. Fetch Menu Requirements**

Retrieve dietary requirements and menu selections from the BEO entry.

## 🍹 **13. Total Beverage Consumption Estimate**

Aggregate the estimated beverage costs from all line items in the BEO to determine total beverage budget.

## 📅 **14. Assign Setup Crew**

Create a task for the Banquet Setup team to arrange tables, linens, and decor based on the BEO.

## ✍️ **15. Update Event Status to 'Live'**

Update the event status to 'In-Progress' on the day of the event.

## 📦 **16. Retrieve Final Consumption Data**

Fetch actual beverage and food consumption amounts recorded during the event.

## 📊 **17. Calculate Final Invoice Amount**

Sum the original contract price with any additional 'on-the-day' consumption or service charges.

## ✍️ **18. Generate Final Invoice**

Update the Event entry with the final total amount to be charged to the client.

## ✉ **19. Send Final Invoice to Client**

Send the final invoice and payment instructions to the client's email address.

## 📄 **20. Create Post-Event Revenue Report**

Generate a report summarizing the actual revenue versus the estimated revenue for the completed event.

## 🏁 **End**

End of the Workflow/Process.