CATERING OVERVIEW - IN A BOOKING



There is a video on entering a catering only group or a rooms with catering group in the Help tools (click the Lifering icon in the top menu bar when logged into STS Cloud). There is also a video on detailing your functions with menus and notes, also in help under bookings.

In a group, you will use the Functions/Catering tab to:

- 1. Block the room
- 2. Forecast your sales
- 3. Detail the function and add your menu items, and notes for the BEO

BLOCK YOUR MEETING ROOM AND FORECAST YOUR SALES:

- 1. <u>Block the room</u> times, setup, function type, room etc. one line of info
 - a. SU Set up number of minutes before the start time
 - b. BD Breakdown number of minutes after end time
- 2. (Setup and Breakdown will appear in gray on the Function Diary at the front and back end of the meeting room blocked as a buffer)
- 3. <u>Forecast the Revenue</u> Click the Telescope icon, and enter a forecasted sale and save (this information is used on all Catering reports)

Add a meeting View in	n Function Dia	ry -			_				1	
2	Start	End	<mark>⊚ su</mark>	() BD	Function Type	Room	# Set For	Guarantee	Setup	F&B Minimu
+ a @ = x ₩	7:00pn	11:00p	1		Bar and Dinner	Meeting Room 🖌	61		~	\$

TIME TO DETAIL YOUR EVENT TO CREATE YOUR BEO:

1. <u>Detailing</u> - click the knife/fork icon to open the catering module for the group. Note that all your edits and updates to menus, notes, etc. should always be performed in this area, to easily just use Open PDF on a BEO to show the most current and up to date information.

Saturday, July 10, 2021							
Add a meeting View in F	unct in Diary	(
	Start	End	() SU	() BD	Function Type	Room	# Set For
⊕ @ @ ≡ ≭ ₩	7:00pn	11:00p			Bar and Dinner	Meeting Room \mathbf{v}	61

- 2. <u>Menu Items and BEO Notes</u> When the Catering module opens, there are two tabs
 - Menu Service this tab is where you add the menu items you set up in STS
 - <u>Function Details</u> this tab is where you enter notes for your BEO to print in SEtup, AV, Menu and the other sections of the BEO

4	Daly.Giraldo Wedding & Rooms / Saturday, July 10, 2021 / 434443-1063320 Bar and Dinner, 7:00pm - 11:00pm (0)		
	Function Details Menu/Service	BEO Complete Off	Cancelled Off
	Menu/Service Items		
	No menu/service items yet for this function.		

Once items are in the system, simply click the item you want, and you will then be able to enter the quantity, service times, and also update or customize the menu item for just the group you are working on. Click the Add menu item button to add the chargeable items to the function

enu/Service Items						Copy menu items f
ITEM	UNIT	ITEM COST Q	UANTITY SUBT	OTAL	TAXES/CHARGES	SERVED
🗜 🖋 🔳 Greek Table	person	\$25.95 7	0.0 \$1,8	16.50	Sales Tax 6.750% Service Charge 22.000%	12:00pm-1:30pm
	Items Breaks Beverage	Expense category	Food	× ▼ * Item cost	\$ 25.95	Food tax
reaks Beverage unch reaks		Expense category Expense	Food Please select	× * Item cost	\$ 25.95	Food tax Beverage tax
inner inner Buffets eception	Chilled Juices Iced Tea & Lemonade Fruit Punch	Subcategory ↑ Name	Greek Table	* Quantity	25	Sales tax
ors d'Oeuvres Hot ors d'Oeuvres Cold chnology œakfast	Assorted Tazo Tea Mineral Water Energy Drinks Soft Drinks	Body	Greek Table All Buffets include Starbucks Coff	Serving Time	Start Time End Time	Service Charge
irthday Quinceañera irthday Package elebration of Life irthday Children Pa tigh School Vedding Packages vetail Sample	Lunch Lunch Greek Table La Fiesta Table Deli Table Add Shrimp Milan Table	-	Tazo Teas and Iced Tea, Chef's Dessert Table ~ Lentil Soup or Potato Leak Soup Greek Salad and Tomato Cucumb Salad Jasmine Rice or Rice Pilaf		Update body te	vt is needed fo

Once you Add, menu items will list above for that function, and denote the tax and service charges that will apply to the item

3. Function Details

Click the Function Details, and add notes to the sections of the BEO you want to show them on. Enter the notes in the sections, and be sure to click save

nction Details					7
nction Details				/	
Post as	Daly.Giraldo Wed	ding	Functi	ion Bar and Dinner	
Booked Time	7:00pm	11:00pm	Meeting roo	om Meeting R	
Meeting Time	7:00pm	11:00pm	Numl	ber 61 G	uaranti
Setup time (minutes)			Set	tup Please select *	
Breakdown time (minutes)			F&B Minim	um S	
tes	1				
Setup AutoAliual Menu	Deverage D	reaks Special			

Once you add menus and notes, click the group name in top left in blue to return to the main booking screen

Click Agreements/Documents

Click Open PDF next to your BEO to view the output.

Note - we <u>do not</u> recommend any View/Modify on the BEO - make ALL changes in the area noted above and then simply re-open the pdf for the latest update.

Booking	Peloton Inve	estor Meeting		
Saved		Arrival	Tuesday, October 12, 2021	
BOOKING #458678 General Information		Departure	Thursday, October 14, 2021	
Dates People		Sales Person Catering Person	Rick Day N/A	
Packages				
Rooms Golf	SELECT	TITLE		ACTIONS
Functions/Catering		BEO Version 2 Menu on R	light	🖪 Open PDF 🛛 👖 Open Function PDF 🚽 🔗 💽 Mo
Billing Payments		BEO with Estimated Char	ges Menu on Left	🚨 Open PDF 📲 Open Function PDF 🚽 🖉 View 🛛 View
Pickup Activity/To-Dos		BEO with Package Pricing	g - Menu on Left	Open PDF Open Function PDF - //Moo
Agreements/Documents		Catering Function Contra	ict	Open PDF View/Modify
Department Notes	_			

USING BEO COMPLETE TO UPDATE ACTUAL REVENUES FOR ALL REPORTS:

The BEO Complete feature is used to update the final information on the revenue for a group, and the Catering reports will derive the actual revenues once the BEO Complete is turned on.

Once a group has finished their event, users should review the final head counts, and make any edits to the menu item quantities, etc., or add any last-minute menu items to the events.

Once items are finalized, you will need to mark the BEO's Completed. The BEO Complete button should be turned in if working within the menu module of your booking for each function.

Peloton Investor I	Meeting / Wednesday, October	13, 2021 / 458678-1094256 General Se	ession, 8:00am - 11:00am (6)	~		~		
Function Details	Menu/Service	Update menu icon and once				BEO Complete Off	Cancelled Off Post On Show on B	EO On Save
Menu/Service In	items	and click save	to update	your actual re	venues		Сор	menu items from
1	ITEM			orts _{ost}	QUANTITY	SUBTOTAL	TAXES/CHARGES	SERVED
+ / 0	Meeting Room Rental		day	\$750.00	1.0	\$750.00	Sales Tax 6.750%	
+ / 0	Projector		each	\$250.00	1.0	\$250.00	Food Tax 5.000% Beverage Tax 5.000%	
+/0	Screen		each	\$150.00	1.0	\$150.00	Food Tax 5.000% Beverage Tax 5.000%	
+/0	Fruit Parfaits		each	\$3.50	40.0	\$140.00	Food Tax 5.000% Service Charge	8:00am-9:00am

You can also finalize your menu counts and related updated in the Menu module of the group and then return to the main booking screen by clicking the blue link to the group in the upper left of the screen.

Peloton Invest	tor Meeting / Wednesday, October 13, i ails Menu/Service	October 13, 2021 458678-1094256 General 458678-1094257 Lunch, 1 October 14, 2021	<mark>Session, 8:00am - 11:00am (6)</mark> 12:00pm - 1:30pm (1) Session, 8:00am - 11:00am (4)		Select the function, make menu edits and save, then switch to next function, etc.	
Menu/Servic	items		UNIT		Once updated, click th	
÷/0	Meeting Room Rental		day	\$750.00	return to the group main screen	\$750.00
+/0	Projector		each	\$250.00	1.0	\$250.00

Once back in the group, click the green Mark BEO Complete button on the Function/Catering tab and this will update all the group's functions at once.

Booking	Peloton Investor Mee	ting									
Saved		Arrival	Tuesday, Oct	tober 12, 2021				Group type Room:	and Catering		×
BOOKING #458678		Departure	Thursday, Or	tober 14, 2021				Status Tentati	ive		×
General Information			indiaday, ex	2000er 19, 2021							
Dates		Sales Person	Rick Day				L		021, 10:08 AM		
People	Ca	tering Person	N/A					By Rick Day	r		
'ackages					1.0	1	and defetted to a				
ooms							ere detailed in				
olf 🦲	Tuesday, October 12	2021			kn	fe fork icor	n, then using th	nis		~	Mark all meeting BEOs comple
inctions/Catering	Add a meeting Copy	from 👻 View in F	unction Diary		bull	marks all	BEO's comple	ted			
illing	Start	End	0 SU 0	BD	Function Type	Roc		Guarantee	Setu		Minimum
yments	Start	Ena	0 50 0	BD.	Function Type	Roc	om « Set For	Guarantee	Setu	p Poco	Minimum
ckup ctivity/To-Dos	Wednesday, Octobe	12 2021									
reements/Documents	Add a meeting Copy										
lepartment Notes	Add a meeting Copy	rom - View in F	unction Diary								
		Start	End	© SU	O BD	Function Type	Room	# Set For	Guarantee	Setup	F&B Minimum
CTIONS	+ e <) ≡ ⊀ ₩	8:00	arr 11:00a	30	30	General Session	Bamboo Baliro 👻	70		Cresc 🛩	\$
fake a Copy											
int Booking Information	+ = @ = ≭ Ħ	12:0	0p 1:30pn			Lunch	Bamboo Baliro 💙	70		Roun 💙	\$
eate Proposal											
iow History	Thursday, October 1-	4, 2021									
atering Taxes/Fees Breakdown	Add a meeting Copy										

EDITING FINAL COUNTS AFTER TURNING ON BEO COMPLETE:

If you marked a BEO complete, but need to make an update to adjust the menu counts, etc., simply turn Off BEO Complete and Click Save. This will allow you to edit menus, and once updated, turn BEO Complete back on and click Save. This will update the new actuals for your reporting.