

Banquet and Event Management

# TAI CLUB MANAGEMENT

# Banquet and Event Management Overview

The TAI Club Management , Banquet and event Module is a highly customizable and user friendly module designed to handle the scheduling, management and costing of most events.

- User Defined Set up for All Rooms and Function Set Up
- Definable Price and Cost Matrix for Up To Date Event Costing
- Fully Date Sensitive for an Unlimited Calendar
- Integrate with the TAI Club Management Membership Module
- User Authored Confirmation, Thank You, etc. Letters or Emails
- Definable Templates for Recurring Events or Functions
- Individual Billing Accounts for Member Events

# Event Booking Calendar

Banquets and Events

Options Edit

Calendar

October, 2011

October, 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Saturday, October 01, 2011

Men's Fall Scramble  
 Westwynd Golf Outing  
 Westwynd Banquet @ 07:30am  
 Cuppola @ 07:30am  
 Eastwynd Course @ 07:30am  
 Caddy Banquet  
 Holiday Party  
 Adams @ 04:00pm

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4 Ladies Bridge	5	6	7	1 Men's Fall Scramble Caddy Banquet
9	10	11 Ladies Bridge	12	13	14	15 Jewart Wedding
16	17	18 Ladies Bridge	19	20	21	22 Messman Conferenc
23	24	25	26	27	28 Tinsman Party	29
30	31	<b>Notes for the Month</b> Club will be open for Breakfast on Weekends only. Lunch Service Wednesday through Sunday. Dinner Tuesday through Sunday. Golf Course will close the end of the month, weather permitting.				

TAI Club Management

The Calendar View gives you an immediate overview of the months activity. Information box on the left describes the schedule for the day selected.

# Day View

Banquets and Events

Options Edit

Calendar **October 01, 2011**

October, 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

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- Caddy Banquet
- Holiday Party
- Adams @ 04:00pm

Time	Adams	Ceremony & Rece...	Cuppola	Divided Fairway	Dolly Madison	Eastwynd Course
07:00 AM						
07:30 AM			Men's Fall Scramble			Men's Fall Scraml
08:00 AM						Men's Fall Scraml
08:30 AM						Men's Fall Scraml
09:00 AM						Men's Fall Scraml
09:30 AM						Men's Fall Scraml
10:00 AM						Men's Fall Scraml
10:30 AM						Men's Fall Scraml
11:00 AM						Men's Fall Scraml
11:30 AM						Men's Fall Scraml
12:00 AM						Men's Fall Scraml
12:30 AM						Men's Fall Scraml
01:00 PM						Men's Fall Scraml
01:30 PM						Men's Fall Scraml
02:00 PM						Men's Fall Scraml
02:30 PM						Men's Fall Scraml
03:00 PM						Men's Fall Scraml
03:30 PM						Men's Fall Scraml
04:00 PM	Caddy Banquet					Men's Fall Scraml
04:30 PM	Caddy Banquet					Men's Fall Scraml
05:00 PM	Caddy Banquet					Men's Fall Scraml
05:30 PM	Caddy Banquet					Men's Fall Scraml
06:00 PM	Caddy Banquet					Men's Fall Scraml
06:30 PM	Caddy Banquet					Men's Fall Scraml
07:00 PM	Caddy Banquet					Men's Fall Scraml
07:30 PM						Men's Fall Scraml
08:00 PM						Men's Fall Scraml
08:30 PM						Men's Fall Scraml
09:00 PM						Men's Fall Scraml

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The Day View displays all of the available room and those rooms that are booked. Color coding indicates confirmed and not confirmed events.

# Event View

Banquets and Events

Options Edit

Men's Fall Scramble

**Information**

Type: Westwynd Golf Outing

Member: 00066-0 Talbot, Michael (000660)

Description: Men's Fall Scramble

Contact: John Landis

Phone: 248-555-1212

Fax: - -

Email: jlandis@taicsonulting.com

Arrival: 07:30 AM


Departure: 09:00 PM

Main Room: Westwynd Banquet

Set For: 48

Gaurantee: 0

Final Count: 52

Floor Plan: 

Event ID: 53599

Booked: 10/18/2011

Hold Till: 09/01/2011

Last Revised: 10/18/2011

Confirmed:  10/18/2011

Canceled:  / /

Update:  / /

Ala Carte:

All Day Function:

Set Menu:

Breakfast Function:

Menu Complete:

Lunch Function:

Menu Approved:

Dinner Function:

Post on Daily Events:

Bill Member Account:

Print Detail:

Direct Bill:

Pre Paid:

Reserved Rooms: 07:30 AM-09:00 PM Westwynd Ba  
0730am-0900pm Eastwynd Course

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Event View displays the contact information and basic structure of the event. Note the list box that will allow you to define your specific event types for historical tracking..

# Event Detail View

The screenshot shows a software window titled "Banquets and Events" with a sub-window "Men's Fall Scramble". The interface includes a menu bar with "Options" and "Edit", a toolbar with various icons, and a main content area divided into several sections:

- Event Sections:** A list on the left with "Dinner" selected. Other options include Pro Shop, Arrival, Lunch, Pro Shop, Other, and Misc.
- Event Information:** Fields for "Begins: 07:30 AM", "Ends: 09:00 PM", and "Room: Westwynd Banquet".
- Information:** A text area containing menu descriptions:
  - Choice of:
  - Gulf Shrimp Scampi  
Sauteed tiger shrimp deglazed with white wine, garlic and fresh lemon finished with sweet butter and tomato concasse.
  - Domestic lamb rubbed with Dijon mustard and coated with rosemary breadcrumbs, served with a natural jus lie.
  - Dijon & Rosemary Rack of Lamb
- Menu Items:** A list of menu categories with "Appetizers" selected. Other categories include Beverage, Breakfast Selections, Dessert, Dinner Items, Entree Selections, Labor, Lunch, Menu Items, Misc, Outings, and Salad Entrees.
- Existing Menu Items:** A list of items with "Dijon & Rosemary Rack of Lamb" and "Gulf Shrimp Scampi(30)" visible. Below this are input fields for ".00 Price" and ".00 Cost", and radio buttons for "Price by Guest", "Price by Unit", "Food", "Beverage", "Facility Fee", "Flowers", "Decorations", "Coat Check", "Valet", and "Other".

TAI Club Management

Each phase of the function is defined by the user allowing a detailed Event Order by phase, room and with the menu /detail for only that phase of the event.

# Event Financial Review

Banquets and Events

Options Edit

Men's Fall Scramble

**Billing Information**

Summary

	Actual	Bill Amount
Food:	4986.80	4986.80
Beverage:		
Gratuity:	897.62	897.62
Facility Fee:		
Flowers:		
Decorations:		
Coat Check:		
Valet:		
Other:		
MICH:	299.20	299.20
Michigan:	299.20	299.20

Lock to Billing Amount

Count: 52

Total: 6,482.82

Cost: 1,196.00

Profit: 5,286.82

Per Plate: 101.67

Deposit: .00

Remaining: 6,482.82

Cleared for Billing:

Billed:

Summary

Detail

Actual

Billing

**Actual Price/Cost**

Category	Price (Dollars)	Cost (Dollars)
Food	4986.80	1196.00
Beverage	0.00	0.00
Facility Fee	0.00	0.00
Flowers	0.00	0.00
Decorations	0.00	0.00
Coat Check	0.00	0.00
Valet	0.00	0.00
Other	0.00	0.00

**Menu Summary**

Description	Category	Qty	Cost	Price	Extension	Seq	Rev	Gratuity	MICH
The Executive Bar	Breakfast Selectio	52	5.00	7.50	390.00	1	F	70.20	23.40
Executive Luncheon Buffet	Lunch	52	6.50	15.50	806.00	2	F	145.08	48.36
Dijon & Rosemary Rack of	Dinner Items	52	0.00	36.95	1921.40	3	F	345.85	115.2
Gulf Shrimp Scampi	Dinner Items	52	0.00	35.95	1869.40	3	F	336.49	112.1

TAI Club Management

The Event system will calculate your gross profit based upon the items selected for each phase of the event. The Manager may override and set pricing for this specific event.

# Banquet Event Order

## Men's Fall Scramble

**Description:** Men's Fall Scramble  
**Type:** Westwynd Golf Outing  
**Member:** Mr Michael R Talbot  
**Contact:** John Landis  
**Phone:** (248) 555-1212  
**Fax:** ( ) -  
**Account:** 00066-0

**Date:** 10/01/2011 Saturday  
**Time:** 07:30 am till 09:00 pm  
**Room(s):** Westwynd Banquet 07:30 am-09:00 pm  
Cuppola 07:30 am-08:00 am  
Eastwynd Course 07:30 am-09:00 pm

**Set For:** 52

**Lunch: Westwynd Banquet 07:30 am-09:00 pm**

Executive Luncheon Buffet

Soup du jour, mixed green salad with assorted condiments and dressings. Seafood pasta salad, Cole slaw. Choice of two entrees: chicken plicate, char-grilled flank steak with mushroom sherry sauce, herb crusted whitefish with lemon-caper compound butter. Roasted Porkloin with natural au jus, ziti with bolognese sauce and garlic toast. Potato or pasta du jour. Fresh seasonal vegetables. Assorted rolls & butter. Homemade pie with fresh whipped cream. Coffee, tea and soft drinks.

**Dinner: Westwynd Banquet 07:30 am-09:00 pm**

Choice of:

Gulf Shrimp Scampi

Sauteed tiger shrimp deglazed with white wine, garlic and fresh lemon finished with sweet butter and tomato concasse.

Domestic lamb rubbed with Dijon mustard and coated with rosemary breadcrumbs, served with a natural jus lie.

Dijon & Rosemary Rack of Lamb

**Pro Shop: Westwynd Banquet 07:30 am-09:00 pm**

Fall Member/Guest Scramble.

Range open to all.

Cart Parade to start at 7:50 with the starting 'gun' at 8:15.

Set bags in cart with the Member as the driver, place gift bag for the guest on the seat.

**Arrival: Cuppola 07:30 am-08:00 am**

Check in table in Pro Shop.

Buffet Table

Fresh sliced seasonal fruit, fresh baked muffins and bagels with cream cheese served with orange and cranberry juice and fresh brewed coffee and herbal tea.

**Pro Shop: Westwynd Banquet 07:30 am-09:00 pm**

First Place:

Member to receive \$500.00 toward credit book.

Guest to Receive \$500.00 Gift Certificate.

Second Place \$350.00 each

Third Place \$250.00 each

The Design of the Event Management Module is Intuitive and Allows for Detailed Management of the Clubs Events While Maintaining a Simple ease of Use and Flow of Information.

The Strength of this Module is the Built In Flexibility to Allow You to Effectively Design the Events as You Need Them to be. The Tai Event management System Works for You.

For Further Information or fo Answers on Any Questions You May Have, You May Contact us at 888-671-0189 or by email at [sales@taiconsulting.com](mailto:sales@taiconsulting.com).

Thank You!