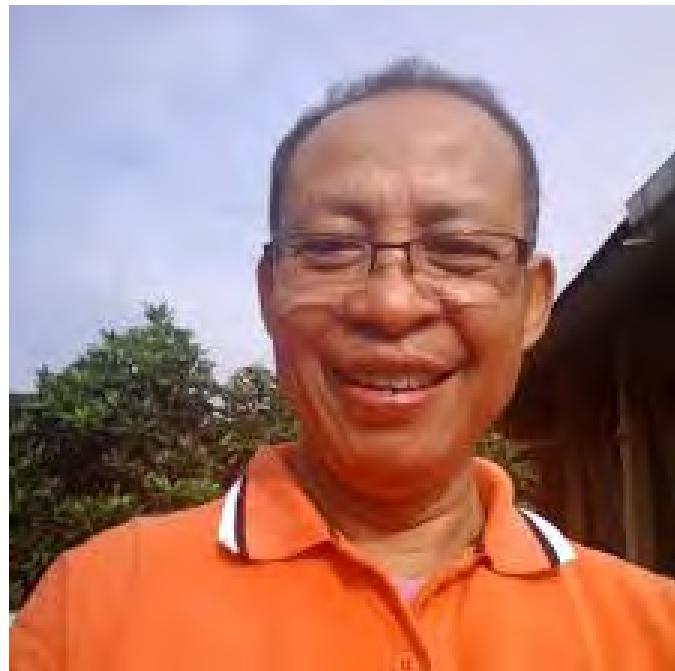


9/15/2018



SPHM
HOSPITALITY

CLUB FORMS – FOOD & BEVERAGE



By: | Agustinus Agus Purwanto, SE MM



Series 400

Club Forms - Food & Beverage

Name of Event:		Date:	Day of Week:
Start Time:	End Time:	Function Space:	
Member Name:		Phone #:	Member #:
Contact Name:		Phone #:	FAX #:
Type Event: <input type="checkbox"/> Reception <input type="checkbox"/> Buffet <input type="checkbox"/> Meeting <input type="checkbox"/> Banquet: <input type="checkbox"/> Luncheon <input type="checkbox"/> Dinner			
Other:			
Projected Count:	Guarantee Count:	Actual Count:	
Menu Selections:		Set Up Requirements:	
Beverage Requirements:		Billing Instructions:	
		Special Instructions:	

SPHM**Staff Meal
Exception Slip**

Name:
Department:
Date:
Meal: <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Reason for Exception:
Supervisor's Signature:

SPHM Form 401

Effective: 10/10/18

SPHM**Staff Meal
Exception Slip**

Name:
Department:
Date:
Meal: <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Reason for Exception:
Supervisor's Signature:

SPHM Form 401

Effective: 10/10/18

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Name:
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Date:
Meal: <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Reason for Exception:
Supervisor's Signature:

SPHM Form 401

Effective: 10/10/18

SPHM

Six Pack Order Form

Today's Date:

Day/Date of Play:

Tee Time:

Order Instructions: Members/Guests may order six packs of beer to be placed in coolers on their carts. If order is placed on day of play, we can offer either domestic or import. If the order is placed in advance, player can request a specific beer (see choices below).

Member/Guest Name:

Cash Charge Cooler #(s):

Same Day Orders - House Choice of:

Six Pack(s) Domestic \$11.25

Six Pack(s) Michelob \$13.50

Six Pack(s) Imported \$18.00

Advance Orders:

Six Pack(s) Domestic \$11.25

Six Pack(s) Michelob \$13.50

Six Pack(s) Premium/Import \$18.00

Total

Total

Requested Beer(s):

SPHM

Six Pack Order Form

Today's Date:

Day/Date of Play:

Tee Time:

Order Instructions: Members/Guests may order six packs of beer to be placed in coolers on their carts. If order is placed on day of play, we can offer either domestic or import. If the order is placed in advance, player can request a specific beer (see choices below).

Member/Guest Name:

Cash Charge Cooler #(s):

Same Day Orders - House Choice of:

Six Pack(s) Domestic \$11.25

Six Pack(s) Michelob \$13.50

Six Pack(s) Imported \$18.00

Total

Advance Orders:

Six Pack(s) Domestic \$11.25

Six Pack(s) Michelob \$13.50

Six Pack(s) Premium/Import \$18.00

Total

Total

Requested Beer(s):

Weather (circle all that apply)			Date:				Day of Week:			
Sun:	Full	Partly Sunny	Wind:	None	Breezy	Gusty	Temperature Range:			
Clouds:	Full	Partly Cloudy	Thunderstorms:	Yes	No		High:		Low:	
Rain:	Light	Medium	Heavy							
			A	B	C	D	E	F $=A+B+C+D+E$	G	H $=F-G$
			Initial Issue	Issue #2	Issue #3	Issue #4	Issue #5	Total Issue	Turn In	Units Sold
Item										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
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38										
39										
40										
41										
42										
43										
44										
45										

Turn House Attendant's Name: _____

Date: _____

Date: _____

Start Time: _____

Day of Week: _____

End Time: _____

Total Time: _____

Item	Tick Marks	Units Sold	Sales Price	Total Sales	Variance fm Issue Sheet
1					1
2					2
3					3
4					4
5					5
6					6
7					7
8					8
9					9
10					10
11					11
12					12
13					13
14					14
15					15
16					16
17					17
18					18
19					19
20					20
21					21
22					22
23					23
24					24
25					25
26					26
27					27
28					28
29					29
30					30
31					31
32					32
33					33
34					34
35					35

Total Sales: _____

Sales Per Hour (Total Sales/Total Time): _____

Comments/Requests/Problems:

Cart Attendant's Name: _____

Date: _____

		Date:
Name of Event:		Temporary Agency:
Date/Time of Event:		Event Venue:

Temp Servers

Server's Name:					
Was Server on Time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was Server F&B knowledgeable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was Server in Proper Uniform?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Had Server been trained to our standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Server have a good, positive attitude?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did the Server work hard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Server need a lot of supervision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was the Server helpful and productive?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Server help with breakdown/cleanup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Would you have this Server back?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Server's Name:

Was Server on Time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was Server F&B knowledgeable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was Server in Proper Uniform?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Had Server been trained to our standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Server have a good, positive attitude?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did the Server work hard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Server need a lot of supervision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was the Server helpful and productive?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Server help with breakdown/cleanup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Would you have this Server back?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Server's Name:

Was Server on Time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was Server F&B knowledgeable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was Server in Proper Uniform?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Had Server been trained to our standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Server have a good, positive attitude?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did the Server work hard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Server need a lot of supervision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was the Server helpful and productive?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Server help with breakdown/cleanup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Would you have this Server back?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Server's Name:

Was Server on Time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was Server F&B knowledgeable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was Server in Proper Uniform?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Had Server been trained to our standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Server have a good, positive attitude?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did the Server work hard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Server need a lot of supervision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Was the Server helpful and productive?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Server help with breakdown/cleanup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Would you have this Server back?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Catering Supervisor Signature:

Date:

Dining Svcs & Catering Manager Signature:

Date:

Event Name:	Date/Time of Event:
Event Location:	Designated Catering Supervisor:

Init. Topics to be covered at Pre-Event Staff Meeting

Guaranteed number of attendees:												
Type Event:	<input type="checkbox"/>	Luncheon	<input type="checkbox"/>	Dinner	<input type="checkbox"/>	Buffet	<input type="checkbox"/>	Plated Meal	<input type="checkbox"/>	Reception	<input type="checkbox"/>	Coffee Break
Event Start Time:												
Event End Time:												
Designated Team Leaders:												
Designated "Shadow":												
Bar Service:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Type:	<input type="checkbox"/>	Host	<input type="checkbox"/>	Cash	<input type="checkbox"/>	Signature	
Bar Begin Time:							Bar End Time:					
Meal Service Time:												
Wine Service:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Name Wines and Courses							
Dessert Service:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No								
Band or Entertainment:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Name:							
Special Instructions:												

Server Reminders

No one leaves without checking in with the Catering Manager or Event Supervisor.
Temporary Staff must have timecards signed by Catering Manager or Event Supervisor.
No eating/drinking during event. Staff may only eat designated staff meal or food authorized for server consumption by Chef.
Check your attitudes; check your smiles.

Comments:

Event Name:	Date/Time of Event:
Event Location:	Designated Catering Supervisor:

Init. Items to be completed after event

Event Guarantee:	Actual Head Count:					
Type Event: <input type="checkbox"/> Luncheon <input type="checkbox"/> Dinner <input type="checkbox"/> Buffet <input type="checkbox"/> Plated Meal <input type="checkbox"/> Reception <input type="checkbox"/> Coffee Break						
Scheduled Start Time:	Actual Start Time:					
Scheduled End Time:	Actual End Time:					
Server Team Leaders:						
Server Names:						
Bar Service: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type: <input type="checkbox"/> Host <input type="checkbox"/> Cash <input type="checkbox"/> Signature					
Actual Begin Time:	Actual Bar End Time:	Bar Revenue:				
Scheduled Meal Service Time:	Actual Meal Service Time					
Wine Service: <input type="checkbox"/> Yes <input type="checkbox"/> No	Bottles Consumed:	W ine Revenue:				
Dessert Service: <input type="checkbox"/> Yes <input type="checkbox"/> No						
Band or Entertainment: <input type="checkbox"/> Yes <input type="checkbox"/> No	On Time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Performed to Contract? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Catering Manager's Review of Event (scale of 1 to 10):						
Comments:						

Checklist

Host signed charge ticket for event.
All cleanup properly completed.
Venue reset, if necessary.
Temporary Server timecards signed. One copy retained.
Temporary Staff Evaluation, CRI Form 471, completed for any Temp staff.
Time of staff departure.
Proper security check and lockup completed.
Repair & Maintenance and Housekeeping items reported, if applicable.

Member/Host/Guest Comments Noted:

To help us better serve our members and guests, we would appreciate your taking a few moments to comment on your dining experience.

Where did you dine today?

Club Dining Room	Club Bar	Courtyard Room	Catered Event	Turn House/ Bev Cart
<input type="checkbox"/>				

Date of meal: _____

Lunch	Dinner	Sunday Brunch	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rate your dining experience:

Excellent Good Fair Poor

Quality of Food	<input type="checkbox"/>					
Selection & Variety	<input type="checkbox"/>					
Quality of Service	<input type="checkbox"/>					
Promptness of Service	<input type="checkbox"/>					
Friendliness/Courtesy	<input type="checkbox"/>					
Cleanliness of Facility	<input type="checkbox"/>					
Price/Value	<input type="checkbox"/>					

Comments: _____

Should any of our staff be commended for exceptional service?

Your Name (optional): _____

Member Number (optional): _____

Thank you for your feedback. All comments will be used in a constructive manner to improve food and service.

Tom Finnegan, General Manager

The Menu Item Selling Sheet is used to educate servers about the menu items offered in the club's dining room. The more information and knowledge servers have about the food and beverage items offered, the better able they are to suggest options and alternatives to customers/guests/members, as well as to increase average checks.

Menu Item:

Main Ingredients:

Flavorings (herbs and spices):

Portion Size:

Accompanying Sides:

Cooking / Prep Time:

Special Characteristics:

- None
- Vegetarian
- Locally Grown
- Organic
- Heart Healthy
- Kosher
- Other: _____

Possible Allergens:

- None
- Dairy
- Gluten
- Peanut Oil
- MSG
- Shellfish
- Other: _____

Cooking Method:

- Roasted
- Sautéed
- Boiled
- Pan Fried
- Smoked
- Deep Fried
- Broiled
- Steamed
- Other: _____

Product Origin:

- Country: _____
- State: _____
- Locale: _____

Resolution of Issue or Incident:

Sauces: None Main Ingredients:

Suggested Descriptors:

Suggested Wine Pairings:

Suggested Appetizer(s):

Suggested Dessert(s):

Chef's Notes:

Server Notes:

The Wine Selling Sheet is used to educate servers about the wines offered in the dining operation. The more information and knowledge servers have about the wines offered, the better able they are to suggest options and alternatives to customers/guests/members, as well as to increase average checks.

Wine Category:	Wine Label
Wine: Enter information here	
Vintner: Enter information here	
Grape(s) Enter information here	
Country: Enter information here	
Region/State: Enter information here	
District/Locale: Enter information here	
Bottle Size(s): Enter information here	
Descriptors: Enter information here	
Price: Enter information here	

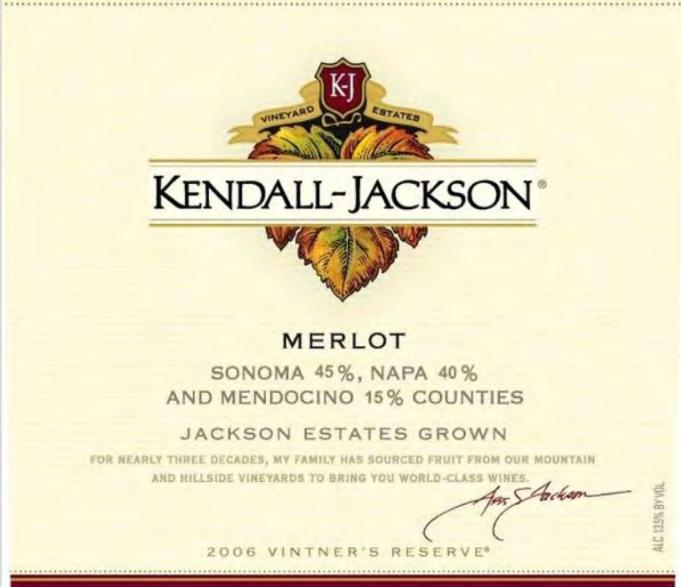
Suggested Menu Pairings

Enter information here

Awards & Recognition

Enter information here

The Wine Selling Sheet is used to educate servers about the wines offered in the dining operation. The more information and knowledge servers have about the wines offered, the better able they are to suggest options and alternatives to customers/guests/members, as well as to increase average checks.

Wine Category: Red	Wine Label
<p>Wine: 2006 Vintner's Reserve Merlot</p> <p>Vintner: Kendal-Jackson</p> <p>Grape(s) Merlot</p> <p>Country: United States</p> <p>Region/State: California</p> <p>District/Locale: Sonoma County</p> <p>Bottle Size(s): 750 ml</p> <p>Descriptors: dry, rich, smooth, hints of cedar, herbs, black currants</p> <p>Price: \$62</p>	

Suggested Menu Pairings

EntAgedr informatAngusSirloinonhere:

Charbroiled Ribeye

Petite Filet Mignon

NY Strip Steak

Rack of Lamb

Awards & Recognition

San Francisco Chronicle Wine Competition, 2010: Bronze

Los Angeles Wine & Spirits Competition, 2009: Bronze

San Francisco International Wine Competition, 2009: Bronze

San Francisco International Wine Competition, 2009: Silver