

APPRENTICESHIP REPORT
PRIME PARK HOTEL & CONVENTION PEKANBARU
SALES & MARKETING (SM)



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ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS

2024

**APPROVAL SHEET
APPRENTICESHIP REPORT
PRIME PARK HOTEL & CONVENTION PEKANBARU**

Written as of the conditions for completing Apprenticeship

YULIAN SYAFITRI
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Pekanbaru, June 29th 2024

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ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **YULIAN SYAFITRI** Reg internship report. Number **5203211154** who had an internship at **Prime Park Hotel & Convention Pekanbaru**, starting from **01 March – 29 June 2024**. This report is used to partially fulfil the State Polytechnic of Bengkalis, This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

Pekanbaru, June 29th2024

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Bengkalis, June 29th, 2024
Author

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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Apprenticeship is a term that refers to a structured training program designed to teach individuals specific skills and knowledge in a particular trade, occupation, or profession. These programs combine practical and experience with classroom instruction. The main goal of work practice is to provide students with the opportunity to gain more experience and apply what they have learned in college.

Bengkalis State Polytechnic is a tertiary institution in Riau and has the responsibility of preparing its students to complete the real world of work. One of them is by holding Practical Work (KP) as a program that students must take part in as one of the requirements for completing the Applied English Undergraduate Study Program. This activity aims to prepare students to enter the world of work and acquire skills used in the world of work. Students will also gain practical experience in carrying out the tasks assigned by the company. This internship also aims to expand relationships with companies.

Prime Park Hotel & Convention Pekanbaru was chosen by author to complete the apprenticeship, because this hotel is one of the star hotels in Pekanbaru. Sales & Marketing Department is where the author is placed. Based on the provisions above, this practical work will be carried out at Prime Park Hotel & Convention, especially in the Sales & Marketing (SM) department of Pekanbaru City, which will be carried out for four months starting from March 1 to June 29 2024.

1.2 Purpose of Apprenticeship

1. To find an understanding of how the hospitality industry operates in the real world.
2. To find out the data needed to complete the apprenticeship report.
3. To find out the working procedures applied in Prime Park Hotel & Convention Pekanbaru.
4. To gain genuine experience while working in Prime Park Hotel & Convention Pekanbaru.

1.3 Significance of the Apprenticeship

1.1.1 Significance for Apprentice

Apprenticeship gives the student chance to build the relationship between apprentice and company's employee to support their future career. This program also helps the student to hone their knowledge and skills while studying on campus.

1.1.2 Significance for State Polytechnic of Bengkalis

Apprenticeship help polytechnics to improve and prepare the skills of their students. On the other hand, this program can also strengthen cooperation and socialization between Bengkalis State Polytechnic and Prime Park Hotel & Convention Pekanbaru.

1.1.3 Significance for the Company

Through apprenticeship programs, companies can improve their reputation and branding while finding and recruiting qualified, experienced and committed workers.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

2.1.1 Prime Park Hotel & Convention Pekanbaru

Prime Park Hotel Pekanbaru is a 4 star hotel located in the business and government center of Pekanbaru. Located 5 minutes from Sultan Syarif Kasim II Airport. Prime Park Hotel Pekanbaru is an ideal place for guests on business trips and tourists to rest with colleagues, friends or family. With 151 comfortable and spacious rooms equipped with various facilities such as free Wi-Fi, air conditioning, safe and elegantly designed minibar, Prime Park Hotel Pekanbaru is a suitable choice for modern tourists, enjoy various facilities such as a swimming pool, restaurant and pool bar which provides Asian and international specialties, spa, large parking area, meeting rooms and ballroom.

PT PP Properti Tbk (PPRO) through its PP Hospitality business unit officially operates Prime Park Hotel Pekanbaru Thursday (1/2/2018). This 4-star hotel, which is located only three minutes from Sultan Syarif Kasim II International Airport is owned by PT Pekanbaru Permai Propertindo, a subsidiary of PPRO. The company develops residential areas, malls, entertainment education, as well as hotels. PT PP Property Tbk has developed several well-known hotels, such as Palm Park Hotel & Convention Surabaya, Prime Park Hotel Bandung, Prime Park Hotel & Convention Lombok, MIC Residence Yogyakarta, Park Hotel Cawang Jakarta, and Prime Park Hotel & Convention Pekanbaru.

"PP Properti is very proud to operate a hotel in Pekanbaru and is the first hotel on Sumatra Island. We are optimistic that this hotel will be successful because it is superior in location and has complete facilities. The hotel occupancy target in 2018 is 70 percent," said the Commercial & Hospitality Director of PT PP Properti Tbk. Prime Park Hotel Pekanbaru consists of 151 rooms and has three types of rooms, namely Deluxe, Executive and Suite. This hotel is equipped with a restaurant located in the lobby area called Terrace Café as well as a lounge bar. A variety of Indonesian and international specialties can be enjoyed at Terrace Café from breakfast to dinner,

the "forest" feel is also present in the restaurant and lounge area which offers comfort and freshness when relaxing.



Figure 2.1 Swimming Pool Prime Park Hotel & Convention Pekanbaru

The favorite facility at this hotel is the large outdoor swimming pool which offers beautiful city views from the first floor. There is also a special children's swimming pool. In the swimming pool area there is also a pool bar and restaurant which serves a wide selection of drinks and snacks.

2.2 Vision and Missions

There are several visions and missions at the Prime Park Hotel & Convention Pekanbaru.

2.2.1 Vision

Prime Park Hotel & Convention Pekanbaru's vision is "To be a leading national development company that is sustainable and globally competitive".

2.2.2 Missions

The mission of Prime Park Hotel & Convention Pekanbaru is as follows:

1. Developing superior and innovative real and property products to provide comfort for consumers.
2. Having committed to a healthy environment.
3. Increasing contribution to the parent company by developing and aligning corporate strategies.
4. Establishing strategic partnerships with business partners.
5. Realizing superior human resources by paying attention to improving employee welfare.

2.3 Kind of Business

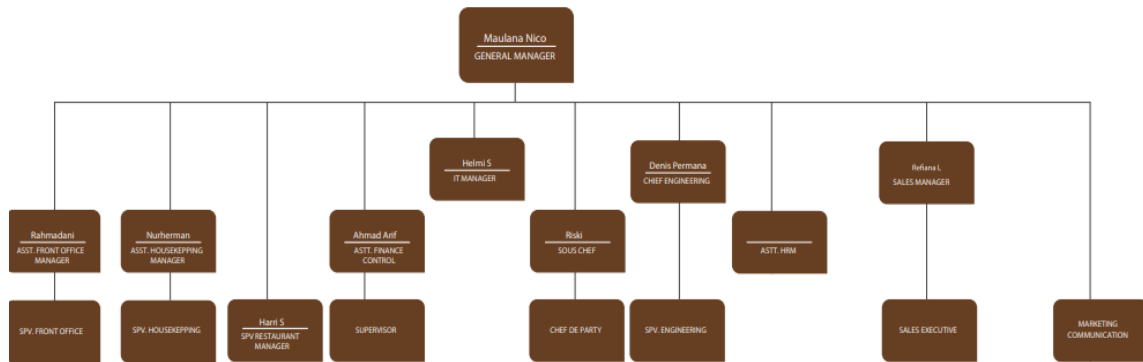
Prime Park Hotel & Convention Pekanbaru has a luxurious design, guests are comfortable to stay in, with 151 rooms, a ballroom and several meeting rooms. Not only that, Prime Park Hotel & Convention also has a restaurant offering a unique blend of traditional and modern flavors, creating a memorable meal for its customers. Apart from that, this hotel also has Miscellaneous. Miscellaneous is TraditionalFabric Outlet a leading place featuring charming cultural heritage of traditional fabrics. Located in a dynamic city, Rupa-rupa offers an individually curated collection of traditional textiles are intricately crafted and reflect local art and cultural traditions.

2.4 Organization Structure

Organizational structure is a method or systematic arrangement used by an organization to organize governance, hierarchy and relationships between parts or units within it. Organizational structure determines how decisions are made, communication is carried out, and tasks and responsibilities are determined within an organization.

The author completed a 4 month internship at Prime Park Hotel & Pekanbaru Convention, March 1 to June 29 2024. Apprenticeship carried out in the sales & marketing department. Prime Park organizational structure Hotel & Convention Pekanbaru can be seen below:

ORGANITATION CHART PRIME PARK HOTEL & CONVENTION PEKANBARU



Prime Park Hotel & Convention Pekanbaru has ten departments which each department has different responsibilities.

1. General Manager Office

Responsible for ensuring the achievement of the annual the hotel's annual budget, establishing an atmosphere for a high standard of work ethic and educating staff to achieve this work ethic as well as implementing systems and programs to ensure business consistency and control, establishing a system for rapid response to changes in the external environment, and building organizational stability. Organizational stability. The general manager is also a decision-maker.

2. Front office

Responsible for ensuring guest discretion and confidentiality, checking the status of room reservations, conducting discussions together with preparing room placement estimates, reviewing and checking daily recapitulation of room sales, ensuring the distribution of registered guest lists to the food and beverage department food and beverage department.

Here are some of the duties of the Front office department:

1. Handling Check-in and reservation. There are several things that need to be done by FO staff, namely greet the guest or greet guests. Giving a greeting is a standard greeting in hotels. After that, the FO department will take the initiative to offer assistance and do up-selling by interacting with guests to promote products and events at the hotel.
2. Registering the guest. Things that are done include asking for proof of guest identity for data validation in the form of a KTP or passport.
3. Providing a room. That is, giving the room to the guest according to the agreement by handing over the room key.
4. Escorting guests, which is directing the guest to go to his room.
5. Providing information means providing information about hotel facilities, activities that are currently in the hotel, or tourist information around the hotel.
6. Handling guest complaints is also one of the things that must be faced by FOs.
7. Another task of the FO is to make a report on the occupancy rate of rooms in the hotel (room occupancy).

8. Part of the FO that should also not be forgotten is the bellboy. Bellboy is part of the concierge section and will be serving guest luggage starting from the guest checking in, checking out, or changing rooms.

3. Food & Beverage Production

Responsible for creating and ensuring the sustainability of the highest standards of food production and food presentation across the hotel's food sales outlets, introducing and reviewing standard recipes and preparation methods to be used as hotel standards and ensuring they are followed at all times.

4. Food & Beverage Service

Responsible for providing and offering existing food and beverage menus to customers, increasing customer satisfaction by providing the best service, gaining financial benefits or profits for the F&B industry and bringing improvements to the company's reputation.

5. Sales & Marketing

The sales and marketing department is the part of the hotel that is responsible for selling rooms and meeting packages, determining selling prices and marketing other hotel products through brochures and other media including being responsible for following international tourist markets and the like. This department is also responsible for selling to individual guests and groups and establishing a reservation system.

6. Accounting

The accounting department is an important part of the hotel that is responsible for managing the hotel's finances whether it is money in or out, creating financial reports both income and expenses.

7. Housekeeping

Housekeeping is a department of a hotel that is responsible for maintaining the cleanliness, maintenance, and beauty of the hotel layout. It can be said that housekeeping is the face of an inn because the quality of hotel facilities and services is determined by the quality of their work.

There are five scopes of housekeeping:

1. Room Section

2. Public Area Section
3. Laundry Section
4. Linen Section
5. Florist & Gardener

8. Engineering

The engineering department is the part of the hotel that is in charge of maintaining and caring for all equipment and facilities in the hotel so that they can function optimally so that all hotel operations can run well.

9. IT

Is responsible for installing applications, resolving errors that occur, being responsible for employee logins, updating software, and other technical matters.

10. Human Resources Department

Human Resources is responsible for implementing company policies, regulations, and strategies for employees, as well as maintaining a good relationship between employees and the company.

2.5 Document Used for Activity

There are several documents which used while doing apprenticeship activities, as follows:

1. BEO

BEO is a document used in the hospitality industry to detail the specifics of an event or banquet

2. Contract Rate

Contract rate refers to a special rate agreed between a hotel and a company or travel agent for booking rooms in large quantities or for a certain period of time. This may include discounted rates or agreed additional facilities.

3. Offering Letter

Offering Letter is an offer letter given to a guest or potential client by a hotel or resort. This letter serves to confirm booking details, including rates, facilities and special conditions that have been agreed between the hotel and guests.

4. Banquet Arrangement

Banquet arrangement refers to the arrangement or layout of the room for a banquet or party.

5. Confirmation Letter

A confirmation letter is a letter sent to guests or customers to confirm the details of the order or reservation they have made.

2.6 Location



Figure 2. 2 Prime Park Hotel & Convention Pekanbaru

- Address: Jend. Sudirman Street No.3 Block A, Simpang Tiga, Bukit Raya, Pekanbaru, Riau 28284
- Phone : +62 761 7878 222
- Fax : +62 761 7878 223
- Website : reservation@primeparkhotel-pekanbaru.co.id

2.7 Facilities

1. Meeting Rooms

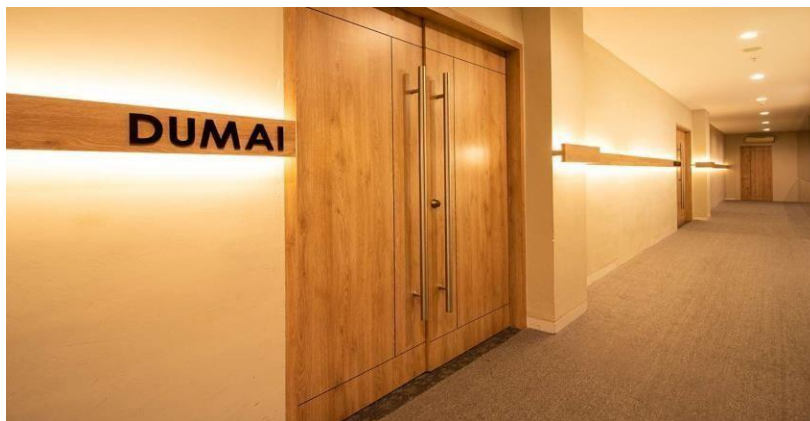


Figure 2. 3 Prime Park Hotel & Convention Meeting Room

2. Ballroom



Figure 2. 4 Prime Park Hotel & Convention Ballroom

3. Deluxe Room



Figure 2. 5 Prime Park Hotel & Convention Deluxe Room

- Dimension : 2.2 m²
- Total : 132 room
- Specification Deluxe Room:
 1. Deluxe Queen Room
 2. Deluxe Twin Room

4. Executive Room



Figure 2. 6 Prime Park Hotel & Convention Executive Room

- Dimension : 2.6 m²
- Total : 17 Room

5. Suite Room



Figure 2. 7 Prime Park Hotel & Convention Suit Room

- Dimension : 4.5 m²
- Total : 2 Room

6. Kunyit Restaurant



Figure 2. 8 Prime Park Hotel & Convention Kunyit Restaurant

7. Swimming Pool



Figure 2. 9 Prime Park Hotel & Convention Swimming Pool

8. Rupa- Rupa



Figure 2. 10 Prime Park Hotel & Convention Rupa-Rupa

9. SPA Massage



Figure 2. 11 Prime Park Hotel & Convention SPA Massage

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter, several descriptions of activities during implementation are explained apprenticeship. The internship is carried out for 4 months, start in March 1st until 29th June 2024, at Prime Park Hotel & Convention Pekanbaru. During internship, the writer was placed in the Sales department & Marketing. This sales & marketing department has 2 cycles, namely the sales cycle and the marketing cycle. The author is placed in the Sales cycle. The Sales & Marketing Department is led by a controller named Mrs. Refiana Limbong.

During the internship, the writer was allowed to use the office facilities such as computers, printers, photocopiers and systems used by hotels. Writer also gained a lot of knowledge and experience. Knowing how the world is hospitality works, how other departments work. Likewise, in the field of Sales & Marketing, many opportunities are given to writers to complete assignments. There are several types of main tasks carried out during the apprenticeship at Prime Park Hotel & Convention, namely as follows:

1. Request BEO's signature from each Department
2. Create a Contract Rate
3. Create an Offering Letter
4. Make a Banquet Arrangement
5. Create a Confirmation Letter

3.2 Place of Apprenticeship

The apprenticeship was started from March 1st 2024 until June 29th 2024. It was done Prime Park Hotel & Convention Pekanbaru, Jl. Jend. Sudirman No.3 Blok A, Simpang Tiga, Kec. Bukit Raya, Kota Pekanbaru, Riau. Kind and description of daily activities at Prime Park Hotel & Convention Pekanbaru can be seen in the tables below:

Table 3. 1 Daily Activities of March, 1st 2024 to March 9th 2024

No	Day/ Date	Activity	Assignor
1.	Friday, March 1 st 2024	Having briefing related to implementation of apprenticeship	HRD
2.	Saturday, March 2 nd 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter	Mentor (Manager SM)
3.	Monday, March 4 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter	Mentor (Manager SM)
4.	Tuesday, March 5 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter	Mentor (Manager SM)
5.	Wednesday, March 6 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter	Mentor (Manager SM)
6.	Thursday, March 7 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter	Mentor (Manager SM)
7.	Friday, March 8 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter	Mentor (Manager SM)
8.	Saturday, March 9 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter	Mentor (Manager SM)

Table 3. 2 Daily Activities of March, 11th 2024 to March 16th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, March 11 th 2024	Joint Holiday Nyepi Day	Mentor (Manager SM)
2.	Tuesday, March 12 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter	Mentor (Manager SM)

3.	Wednesday, March 13 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter	Mentor (Manager SM)
4.	Thursday, March 14 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter	Mentor (Manager SM)
5.	Friday, March 15 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter	Mentor (Manager SM)
6.	Saturday, March 16 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter	Mentor (Manager SM)

Table 3. 3 Daily Activities of March, 18th 2024 to March 23rd 2024

No	Day/ Date	Activity	Assignor
1.	Monday, March 18 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, March 19 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
3.	Wednesday, March 20 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

4.	Thursday, March 21 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
5.	Friday, March 22 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
6.	Saturday, March 23 rd 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

Table 3. 4 Daily Activities of March, 25th 2024 to March 30rd 2024

No	Day/ Date	Activity	Assignor
1.	Monday, March 25 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, March 26 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
3.	Wednesday, March 27 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter	Mentor (Manager SM)

		3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	
4.	Thursday, March 28 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
5.	Friday, March 29 th 2024	Good Friday	Mentor (Manager SM)
6.	Saturday, March 30 rd 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

Table 3. 5 Daily Activities of April, 1st 2024 to April 06th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, April 01 st 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, April 02 nd 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

3.	Wednesday, April 03 rd 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
4.	Thursday, April 04 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
5.	Friday, April 05 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
6.	Saturday, April 06 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

Table 3. 6 Daily Activities of April, 8th 2024 to April 13th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, April 08 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, April 09 th 2024	Cuti Lebaran	Mentor (Manager SM)

3.	Wednesday, April 10 th 2024	Eid Al Fitri 1945 H	Mentor (Manager SM)
4.	Thursday, April 11 th 2024	Eid Al Fitri 1945 H	Mentor (Manager SM)
5.	Friday, April 12 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
6.	Saturday, April 13 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

Table 3. 7 Daily Activities of April, 15th 2024 to April 20th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, April 15 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, April 16 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
3.	Wednesday, April 17 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter	Mentor (Manager SM)

		3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	
4.	Thursday, April 18 th 2024	1.Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
5.	Friday, April 19 th 2024	1.Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
6.	Saturday, April 20 th 2024	1.Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

Table 3. 8 Daily Activities of April, 22th 2024 to April 27th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, April 22 th 2024	1.Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, April 23 th 2024	1.Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

3.	Wednesday, April 24 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
4.	Thursday, April 25 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
5.	Friday, April 26 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
6.	Saturday, April 27 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

Table 3. 9 Daily Activities of April, 29th 2024 to May 4th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, April 29 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, April 30 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate	Mentor (Manager SM)

		5. Creating a Banquet Arrangement	
3.	Wednesday, May 01 st 2024	Labour Day	Mentor (Manager SM)
4.	Thursday, May 02 nd 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
5.	Friday, May 03 ^d 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
6.	Saturday, May 04 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

Table 3. 10 Daily Activities of May, 6th 2024 to May 11th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, May 06 th 2024	Sick	Mentor (Manager SM)
2.	Tuesday, May 07 th 2024	Sick	Mentor (Manager SM)
3.	Wednesday, May 08 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

4.	Thursday, May 09 th 2024	Ascencion Day	Mentor (Manager SM)
5.	Friday, May 10 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
6.	Saturday, May 11 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

Table 3. 11 Daily Activities of May, 13th 2024 to May 18th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, May 13 rd 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, May 14 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
3.	Wednesday, May 15 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
4.	Thursday, May 16 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter	Mentor (Manager SM)

		4. Creating a Contract Rate 5. Creating a Banquet Arrangement	
5.	Friday, May 17 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
6.	Saturday, May 18 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

Table 3. 12 Daily Activities of May, 20th 2024 to May 25th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, May 20 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, May 21 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
3.	Wednesday, May 22 th 2024	1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
4.	Thursday, May 23 rd 2024	Vesak Day	Mentor (Manager SM)
5.	Friday, May 24 th 2024	Izin Berduka	Mentor (Manager SM)

6.	Saturday, May 25 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
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Table 3. 13 Daily Activities of May, 27th 2024 to June 1st 2024

No	Day/ Date	Activity	Assignor
1.	Monday, May 27 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, May 28 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
3.	Wednesday, May 29 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
4.	Thursday, May 30 rd 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
5.	Friday, May 31 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
6.	Saturday, June 01 st 2024	Pancasila Day	Mentor (Manager SM)

Table 3. 14 Daily Activities of June, 3rd 2024 to June 8th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, June 03 rd 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, June 04 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
3.	Wednesday, June 05 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
4.	Thursday, June 06 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
5.	Friday, June 07 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
6.	Saturday, June 08 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

Table 3. 29 Daily Activities of June, 10th 2024 to June 15th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, June 10 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, June 11 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
3.	Wednesday, June 12 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
4.	Thursday, June 13 rd 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
5.	Friday, June 14 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
6.	Saturday, June 15 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

Table 3. 30 Daily Activities of June, 17th 2024 to June 22th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, June 17 th 2024	Eid Al- Adha 1945 H	Mentor (Manager SM)
2.	Tuesday, June 18 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
3.	Wednesday, June 19 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
4.	Thursday, June 20 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
5.	Friday, June 21 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
6.	Saturday, June 22 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

Table 3. 31 Daily Activities of June, 24th 2024 to June 29th 2024

No	Day/ Date	Activity	Assignor
1.	Monday, June 24 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, June 25 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
3.	Wednesday, June 26 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
4.	Thursday, June 27 th 2024	Holiday	Mentor (Manager SM)
5.	Friday, June 28 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)
6.	Saturday, June 29 th 2024	1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement	Mentor (Manager SM)

3.3 System and Procedure

In this section, there were several descriptions of activity procedures when carrying out activities during an apprenticeship.

3.3.1 Sales & Marketing

1. Request a BEO Signature from each department

Author is assigned to ask for signatures from each department, so that all departments prepare their respective assignments. This is done to prevent errors that result in losses. At any time there will be an event to be held. The author will take signatures to each department.

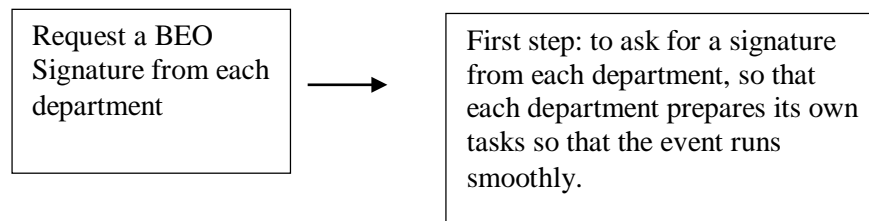


Figure 3.1 the author's work procedure to request the BEO's signature

2. Create a Confirmation Letter

Confirmation Letters have an important role in ensuring that all details related to reservations or hotel room bookings have been communicated clearly between the hotel and the guest. This confirmation letter is usually sent by the hotel to guests as written proof of the agreement that has been made. The author can use the hotel computer to create a Confirmation Letter.

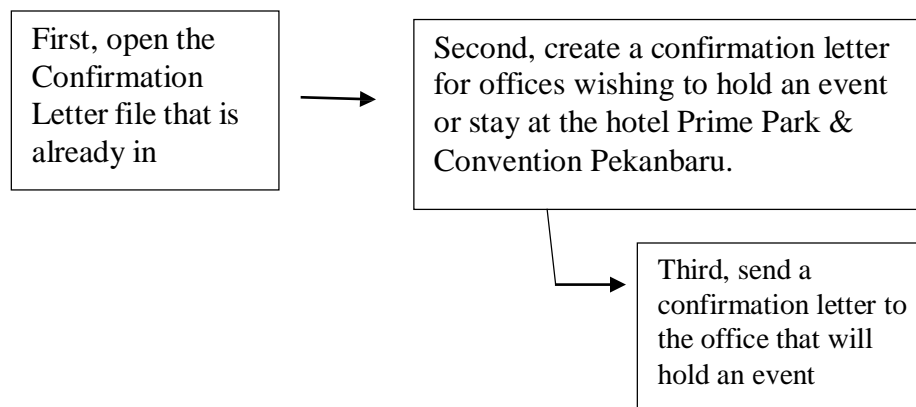


Figure 3.2 the work procedure that the author does to record the Confirmation Letter

3. Create a Offering Letter

Offering Letter can refer to a document containing an official offer from a hotel to potential customers or potential guests. This document is usually prepared by a hotel's sales or marketing department to generate interest and confirm the services or packages offered to individuals, groups or companies planning to stay or use the hotel's facilities.

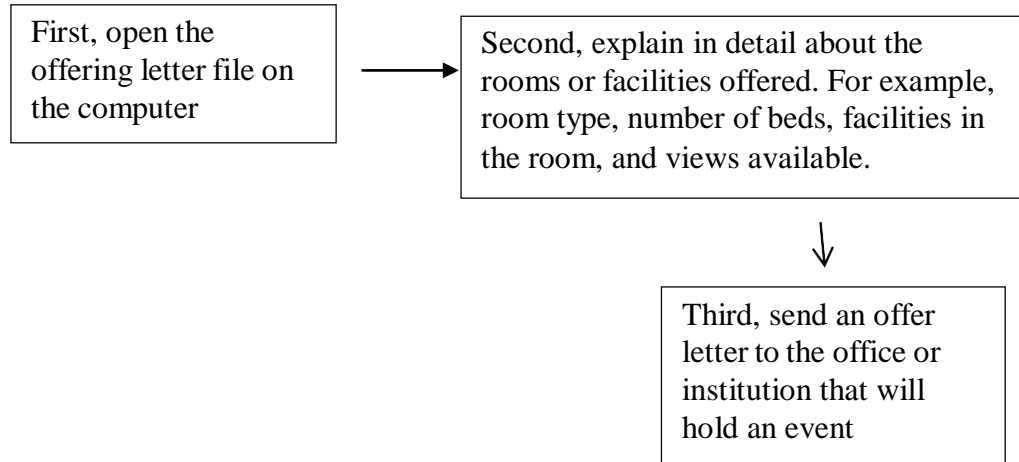


Figure 3. 3 Work procedures that author perform to helping recap cash flow

4. Create a Contract Rate

Contract rates refer to specific rates agreed upon between a hotel and a company, travel agent, or other entity for a specific period of time. This is often part of a contractual agreement that covers a certain number of rooms or services that the hotel will provide to that entity's customers.

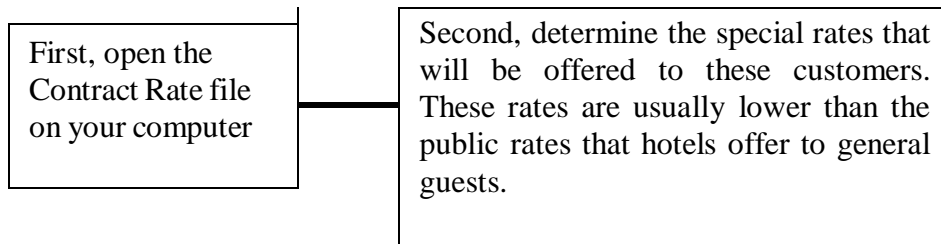


Figure 3.4 The work procedure that the author carried out in creating the Contract Rate

5. Create a Banquet Arrangement

Banquet arrangements refer to the provision of space and services for special events such as parties, conferences, meetings, weddings or other social events within the hotel. Banquet arrangements are not only about providing physical space and services, but also about building relationships with customers, understanding their needs, and providing appropriate solutions for their events. This reflects the importance of integration between sales, operations and service departments in providing an unforgettable banquet experience for hotel guests.

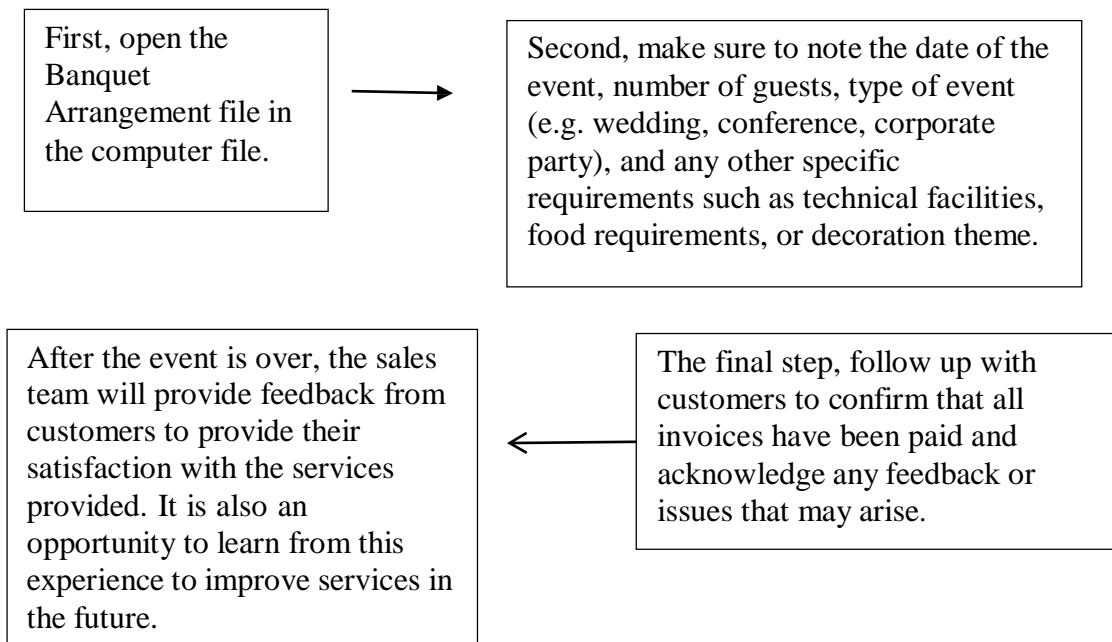


Figure 3.5 The work procedure to make the Banquet Arrangement

3.4 Obstacles and Solutions

There are several obstacle and solution during the apprenticeship:

3.4.1 Obstacles

Some of the obstacles encountered during the apprenticeship work process are as follows:

1. Lack of Experience and Knowledge of the Hotel Industry and does not have in-depth knowledge of the products and services offered by the hotel.

2. Poor communication and negotiation skills can be an obstacle in establishing relationships with customers.

3.4.2 Solutions

Solutions that can be done to face obstacles during the apprenticeship work process include:

1. Mentors will provide in-depth training on the hotel industry, hotel facilities, sales processes, and marketing strategies to the authors.
2. The author will be taught by a mentor how to communicate and negotiate with customers, to establish good relationships with customers.

CHAPTER IV

CONCLUSION AND SUGGESTIONS

4.1 Conclusions

After doing the apprenticeship program at Prime Park Hotel & Convention Pekanbaru there is some conclusion as follow:

1. There are several types of work carried out during an internship at Sales & Marketing Department: Having a deep understanding of the hotel's facilities, services offered, and market segments served is essential. This helps in recognizing customer needs and offering appropriate solutions.
2. The ability to communicate effectively, both verbally and in writing, is key in establishing relationships with potential customers. This includes the ability to clearly explain the added value of a hotel product or service.
3. Building and maintaining strong relationships with customers is critical to supporting their loyalty to the hotel. This involves providing superior and responsive service and meeting or exceeding customer expectations.
4. In the face of intense competition, creativity in offering sales and promotional packages can help attract the attention of potential customers. Unique and attractive offerings can set a hotel apart from competitors.
5. Every work procedure carried out during an internship at Prime Park Hotel & Convention Pekanbaru is carried out in accordance with SOP The rules that apply there.

4.2 Suggestions

1. Being proactive shows that you are passionate and committed to learning and contributing.
2. Good time management.
3. Maintain ethics and professionalism.

REFERENCES

PT Pekanbaru Permai Propetindo. (2024). Prime Park Hotel & Convention Pekanbaru. Accessed from <https://primepark-pekanbaru.co.id>, on July 06th, 2024.

Prime Park Pekanbaru. (2024). <https://ppproperty.com/produk/hotel/prime-park-pekanbaru>. Accessed on July 06th, 2024.

APPENDICES

Appendix 1 Apprenticeship Acceptance Letter



Pekanbaru, 28 Februari 2024

Kepada Yth,
Bpk. Armada, ST., MT
WakilDirektur I POLITEKNIK Negeri Bengkalis

di Tempat

Perihal : *Confirmation Pelaksanaan Kerja Praktek*

Dengan hormat,

Warmest Greeting from PRIME PARK Hotel & Convention Pekanbaru.

Sehubungan dengan Surat Permohonan Kerja Praktek (KP) , untuk itu kami dari Management PT. Pekanbaru Permai Propertindo (PRIME PARK Hotel & Convention Pekanbaru) sangat mendukung Program Kerja Praktek (KP) yang dilaksanakan. Untuk itu melalui Surat ini kami sampaikan Peserta Kerja Praktek (KP) yang akan kami terima di PT. Pekanbaru Permai Propertindo (PRIME PARK Hotel & Convention Pekanbaru).

1. Yohanna Elisia Purba
2. Yulian Syafitri

Demikianlah hal ini kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan banyak terimakasih.

Hormat kami,



Maulana Nicko Raharjo
General Manager

Jl. Jendral Sudirman No. 3-6, Pekanbaru, Riau 28284 - Indonesia. Tel: +62 761 7878 222
Email: reservation@primepark-pekanbaru.co.id Website: www.primelpark-pekanbaru.co.id

Appendix 2 Apprenticeship student return letter



Pekanbaru, 1 Juli 2024

Kepada Yth,
Bpk. Armada, ST., MT
Wakil Direktur I POLITEKNIK Negeri Bengkalis

di Tempat

Perihal : Surat Pengembalian Mahasiswa Magang

Dengan hormat,

Warmest Greeting from PRIME PARK Hotel & Convention Pekanbaru.

Sehubungan dengan telah selesainya masa training selama 4 (empat) bulan, dengan ini mengembalikan siswa training yang telah menjalani masa training di perusahaan kami. Adapun Mahasiswa tersebut adalah:

No	Nama Mahasiswa	Jurusan	Peiode Training
1	Yohanna Elisia Purba	Bahasa	1 Maret – 30 Juni
2	Yulian Syafitri	Bahasa	1 Maret – 30 Juni

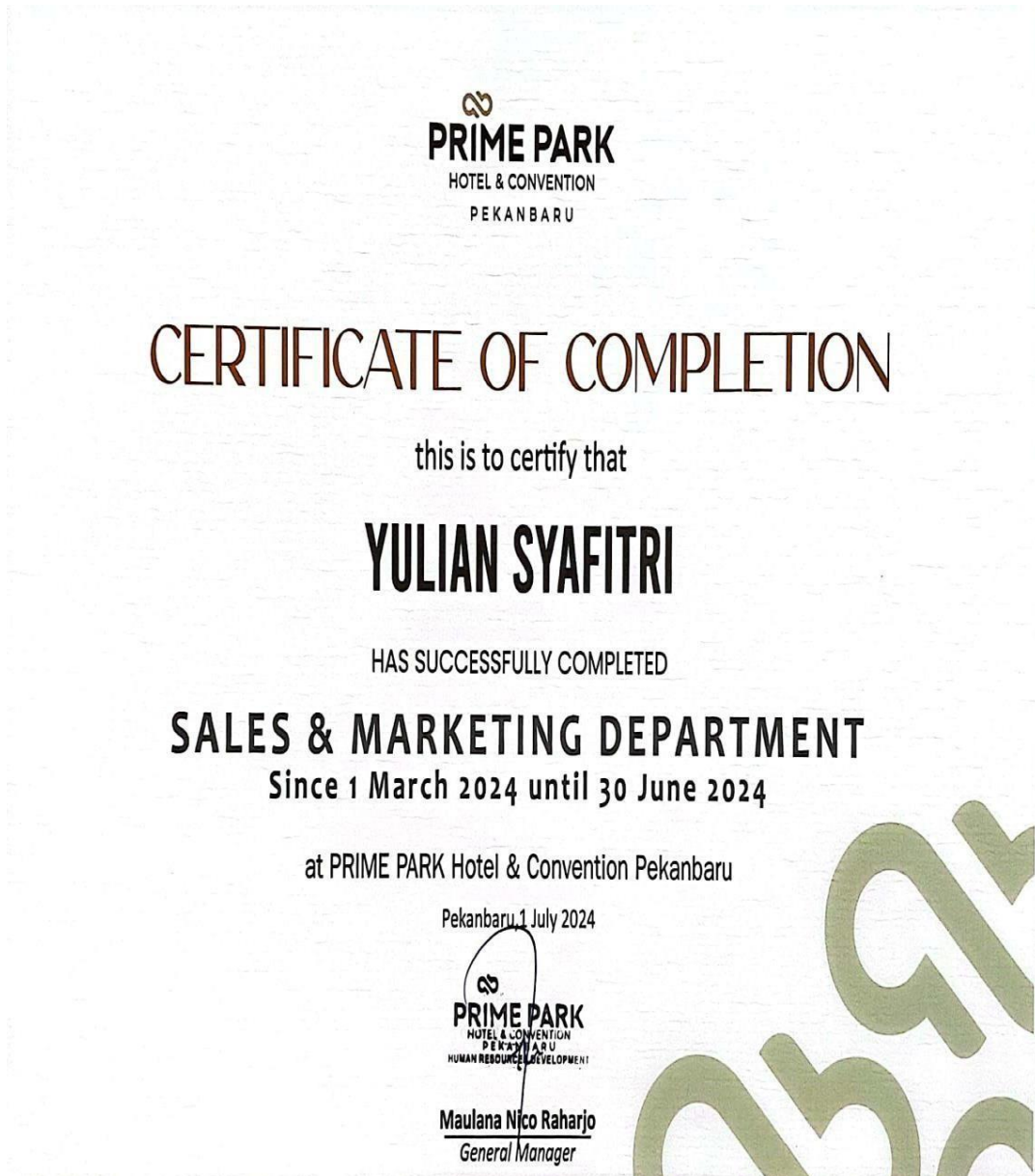
Kami mengucapkan terima kasih atas kerjasama dan kepercayaan yang telah diberikan kepada kami untuk mendidik dan melatih siswa tersebut. Semoga ilmu dan pengalaman yang didapat selama masa training dapat bermanfaat dan mendukung kesuksesan siswa di masa yang akan datang.

Demikianlah hal ini kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan banyak terimakasih.

Hormat kami,


PRIME PARK
HOTEL & CONVENTION
PEKANBARU
HUMAN RESOURCE DEVELOPMENT
Maulana Nicko Raharjo
General Manager

Appendix 3 Certificated of Apprenticeship



Appendix 4 Evaluation Form



**DAFTAR NILAI
PRAKTEK KERJA INDUSTRI
Periode: 1 Maret - 30 Juni 2024
PRIME PARK HOTEL & CONVENTION PEKANBARU**

NAMA : YULIAN SYAFITRI
 JURUSAN : BAHASA
 UNIVERSITAS : POLITEKNIK NEGERI BENGKALIS

NO	MATERI YANG DINILAI	NILAI (SALES DEPT)	
		ANGKA	HURUF
ASPEK KEPERIBADIAN/ NON TEKNIS			
1	Disiplin	90	A
2	Kerjasama/ hubungan dengan teman	95	A
3	Kerjasama/ hubungan dengan tamu	90	A
4	Kerjasama/ hubungan dengan atasan	90	A
5	Inisiatif dan kreatifitas	90	A
6	Kerajinan	90	A
7	Tanggung jawab	90	A
8	Sikap dan perilaku	90	A
9	Penampilan	90	A
10	Kejujuran	90	A
11	Kebersihan	90	A
JUMLAH/TOTAL		995	-
RATA-RATA		90.45	A
ASPEK KEILMUAN			
1	Pengetahuan kerja	80	B
2	Langkah/ prosedur kerja	90	A
3	Kualitas kerja	85	B
4	Kuantitas kerja	85	B
JUMLAH/TOTAL		340	-
RATA-RATA		85.00	B
KETERANGAN			HURUF
1	90-100	: A	Istimewa
2	80-89	: B	Amat Baik
3	70-79	: C	Baik
4	60-69	: D	Kurang

Pekanbaru, 1 Juli 2024

Approved by,

Refiana Limbong
(Sales Manager)

Wiwit Roblyanto
(Assistant Human Resource Manager)

Appendix 5 List of Attendance

DAFTAR ABSENSI MAHASISWA KERJA PRAKTIK

Nama : Yulian Syafitri
 NIM : 5203211154
 Prodi : D3 Bahasa Inggris
 Perguruan Tinggi : Politeknik Negeri Bengkalis

No	Hari, Tanggal	Paraf		Keterangan
		Mahasiswa	Pemb. KP	
1	Jumat, 01 Maret 2024		Ry	
2	Sabtu, 02 Maret 2024		Ry	
3	Minggu, 03 Maret 2024	-	Ry	off day
4	Senin, 04 Maret 2024		Ry	
5	Selasa, 05 Maret 2024		Ry	
6	Rabu, 06 Maret 2024		Ry	
7	Kamis, 07 Maret 2024		Ry	
8	Jumat, 08 Maret 2024		Ry	
9	Sabtu, 09 Maret 2024		Ry	
10	Minggu, 10 Maret 2024	-	-	off day
11	Senin, 11 Maret 2024	-	-	nyepi day
12	Selasa, 12 Maret 2024		Ry	
13	Rabu, 13 Maret 2024		Ry Ry	
14	Kamis, 14 Maret 2024		Ry	
15	Jumat, 15 Maret 2024		Ry Ry	
16	Sabtu, 16 Maret 2024		Ry Ry	
17	Minggu, 17 Maret 2024	-	Ry Ry	off day
18	Senin, 18 Maret 2024		Ry	
19	Selasa, 19 Maret 2024		Ry	
20	Rabu, 20 Maret 2024		Ry Ry	
21	Kamis, 21 Maret 2024		Ry	
22	Jumat, 22 Maret 2024		Ry	
23	Sabtu, 23 Maret 2024		Ry Ry	
24	Minggu, 24 Maret 2024	-	-	off day
25	Senin, 25 Maret 2024		Ry	
26	Selasa, 26 Maret 2024		Ry Ry	
27	Rabu, 27 Maret 2024		Ry	
28	Kamis, 28 Maret 2024		Ry Ry	
29	Jumat, 29 Maret 2024	-	-	good friday
30	Sabtu, 30 Maret 2024		Ry	
31	Minggu, 31 Maret 2024	-	-	off day
32	Senin, 01 April 2024		Ry	
33	Selasa, 02 April 2024		Ry	
34	Rabu, 03 April 2024		Ry Ry	
35	Kamis, 04 April 2024		Ry	
36	Jumat, 05 April 2024		Ry Ry	
37	Sabtu, 06 April 2024		Ry	
38	Minggu, 07 April 2024	-	Ry	off day

39	Senin, 08 April 2024		R ₁	
40	Selasa, 09 April 2024	-	-	
41	Rabu, 10 April 2024	-	-	Cuti Lebaran
42	Kamis, 11 April 2024	-	-	Eid Al-Fitr 1445 H
43	Jumat, 12 April 2024	-	-	Eid Al-Fitr 1445 H
44	Sabtu, 13 April 2024		R ₁	
45	Minggu, 14 April 2024	-	-	off day
46	Senin, 15 April 2024		R ₁	
47	Selasa, 16 April 2024		R ₁	
48	Rabu, 17 April 2024		R ₁	
49	Kamis, 18 April 2024		R ₁	
50	Jumat, 19 April 2024		R ₁	
51	Sabtu, 20 April 2024		R ₁	
52	Minggu, 21 April 2024	-	-	off day
53	Senin, 22 April 2024		R ₁	
54	Selasa, 23 April 2024		R ₁	
55	Rabu, 24 April 2024		R ₁	
56	Kamis, 25 April 2024		R ₁	
57	Jumat, 26 April 2024		R ₁	
58	Sabtu, 27 April 2024		R ₁	
59	Minggu, 28 April 2024	-	-	off day
60	Senin, 29 April 2024		R ₁	
61	Selasa, 30 April 2024		R ₁	
62	Rabu, 01 Mei 2024	-	-	Labour Day
63	Kamis, 02 Mei 2024		R ₁	
64	Jumat, 03 Mei 2024		R ₁	
65	Sabtu, 04 Mei 2024		R ₁	
66	Minggu, 05 Mei 2024	-	-	off day
67	Senin, 06 Mei 2024	-	-	saat
68	Selasa, 07 Mei 2024	-	-	saat
69	Rabu, 08 Mei 2024		R ₁	
70	Kamis, 09 Mei 2024	-	-	Ascension Day
71	Jumat, 10 Mei 2024		R ₁	
72	Sabtu, 11 Mei 2024		R ₁	
73	Minggu, 12 Mei 2024	-	-	off day
74	Senin, 13 Mei 2024		R ₁	
75	Selasa, 14 Mei 2024		R ₁	
76	Rabu, 15 Mei 2024		R ₁	
77	Kamis, 16 Mei 2024		R ₁	
78	Jumat, 17 Mei 2024		R ₁	
79	Sabtu, 18 Mei 2024		R ₁	
80	Minggu, 19 Mei 2024	-	-	off day
81	Senin, 20 Mei 2024		R ₁	
82	Selasa, 21 Mei 2024		R ₁	
83	Rabu, 22 Mei 2024		R ₁	
84	Kamis, 23 Mei 2024	-	-	Vesak Day
85	Jumat, 24 Mei 2024	-	-	Buddha
86	Sabtu, 25 Mei 2024		R ₁	
87	Minggu, 26 Mei 2024	-	-	off day
88	Senin, 27 Mei 2024		R ₁	

89	Selasa, 28 Mei 2024		Rf	
90	Rabu, 29 Mei 2024		Rf	
91	Kamis, 30 Mei 2024		Rf	
92	Jumat, 31 Mei 2024		Rf	
93	Sabtu, 01 Juni 2024	-	-	Pancasila Day
94	Minggu, 02 Juni 2024	-	-	off day
95	Senin, 03 Juni 2024		Rf	
96	Selasa, 04 Juni 2024		Rf	
97	Rabu, 05 Juni 2024		Rf	
98	Kamis, 06 Juni 2024		Rf	
99	Jumat, 07 Juni 2024		Rf	
100	Sabtu, 08 Juni 2024		Rf	
101	Minggu, 09 Juni 2024	-	-	off day
102	Senin, 10 Juni 2024		Rf	
103	Selasa, 11 Juni 2024		Rf	
104	Rabu, 12 Juni 2024		Rf	
105	Kamis, 13 Juni 2024		Rf	
106	Jumat, 14 Juni 2024		Rf	
107	Sabtu, 15 Juni 2024		Rf	
108	Minggu, 16 Juni 2024	-	-	off. day
109	Senin, 17 Juni 2024	-	-	Eid Al-Adha 1445 H
110	Selasa, 18 Juni 2024		Rf	
111	Rabu, 19 Juni 2024		Rf	
112	Kamis, 20 Juni 2024		Rf	
113	Jumat, 21 Juni 2024	-	-	Sakit
114	Sabtu, 22 Juni 2024		Rf	
115	Minggu, 23 Juni 2024	-	-	off day
116	Senin, 24 Juni 2024		Rf	
117	Selasa, 25 Juni 2024		Rf	
118	Rabu, 26 Juni 2024		Rf	
119	Kamis, 27 Juni 2024		Rf	
120	Jumat, 28 Juni 2024		Rf	
121	Sabtu, 29 Juni 2024		Rf	

Pekanbaru, 29 Juni 2024
Pembimbing




Refiana Limbong
Sales Manager

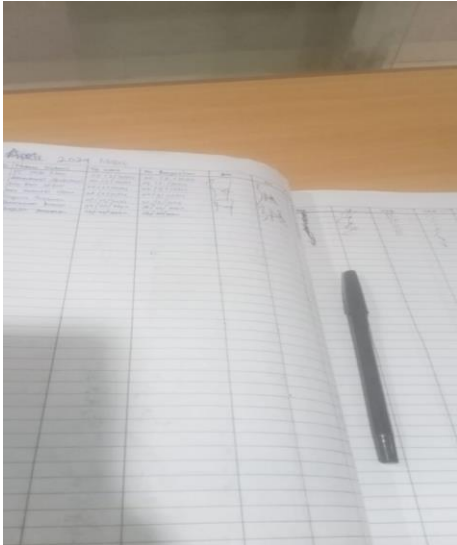
Appendix 6 Daily Activities Apprenticeship

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: MARCH, 2nd 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Requesting a BEO Signature from each department 2. Making a Confirmation Letter	Refiana Limbong	
	Note:		

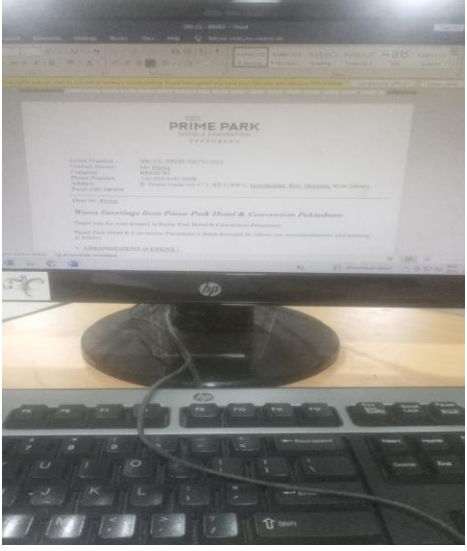
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: MARCH, 4th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Requesting a BEO Signature from each department 2. Making a Confirmation Letter	Refiana Limbong	
	Note:		

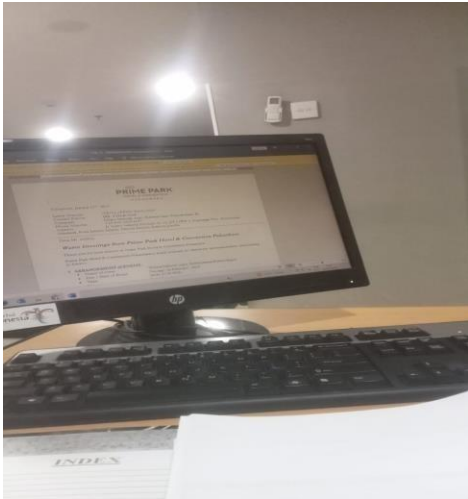
NO	WORKING	EXPLANATION
1.		Making a confirmation letter to confirm or authorize certain information or transactions between two or more parties.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: TUESDAY

DATE: MARCH, 5th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Requesting a BEO Signature from each department 2. Making a Confirmation Letter	Refiana Limbong	
	Note:		

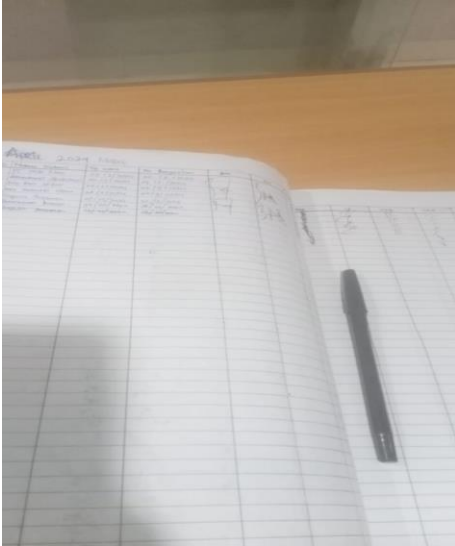
NO	WORKING	EXPLANATION
1.		Making a confirmation letter to confirm or authorize certain information or transactions between two or more parties.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: WEDNESDAY

DATE: MARCH, 6th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Requesting a BEO Signature from each department 2. Making a Confirmation Letter	Refiana Limbong	
	Note:		

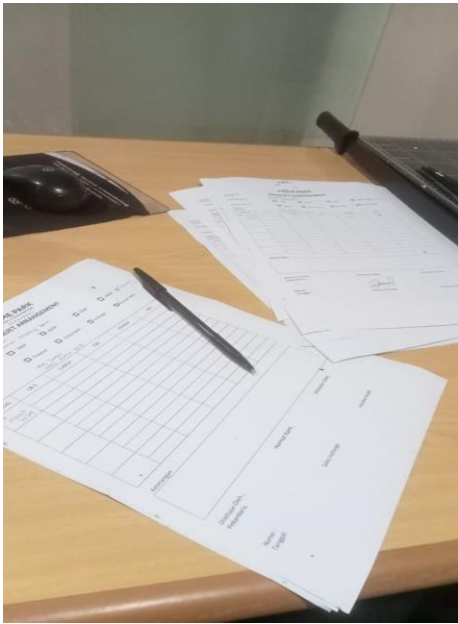
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: THURSDAY

DATE: MARCH, 7th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Requesting a BEO Signature from each department 2. Making a Confirmation Letter 3. Making a offering letter	Refiana Limbong	
	Note:		

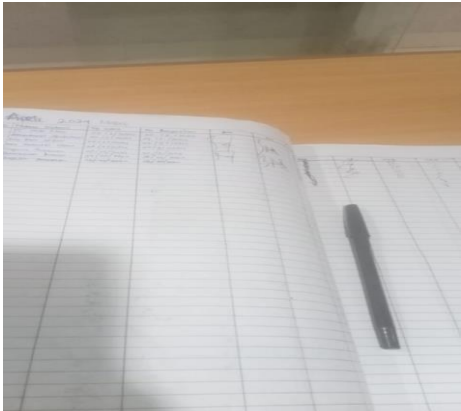
NO	WORKING	EXPLANATION
1.		Making Banquet Arrangements which refers to arranging or providing space and services for events

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: FRIDAY

DATE: MARCH, 8th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Requesting a BEO Signature from each department 2. Making a Confirmation Letter	Refiana Limbong	
	Note:		

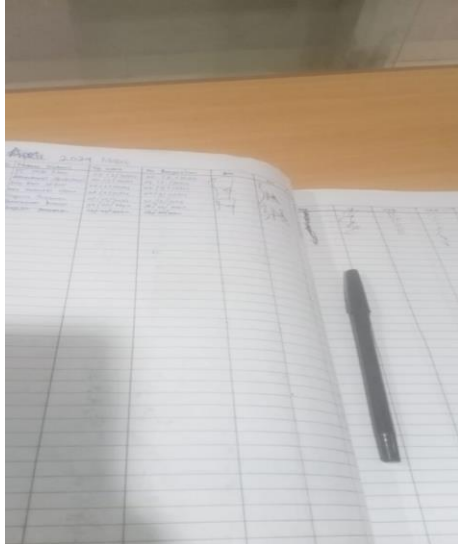
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: MARCH, 9th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Requesting a BEO Signature from each department 2. Making a Confirmation Letter	Refiana Limbong	
	Note:		

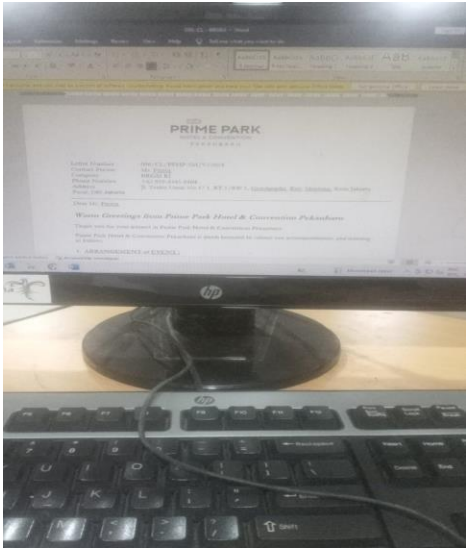
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: TUESDAY

DATE: MARCH, 12th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Requesting a BEO Signature from each department 2. Making a Confirmation Letter	Refiana Limbong	
	Note:		

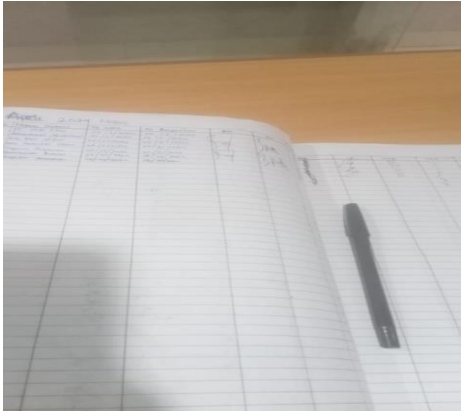
NO	WORKING	EXPLANATION
1.		Making a confirmation letter to confirm or authorize certain information or transactions between two or more parties.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: WEDNESDAY

DATE: MARCH, 13th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Requesting a BEO Signature from each department 2. Making a Confirmation Letter	Refiana Limbong	
	Note:		

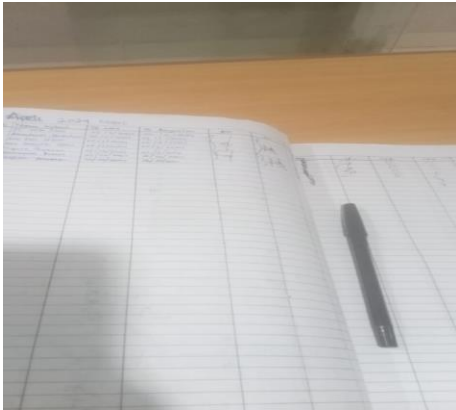
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: THURSDAY

DATE: MARCH, 14th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Requesting a BEO Signature from each department 2. Making a Confirmation Letter	Refiana Limbong	
	Note:		

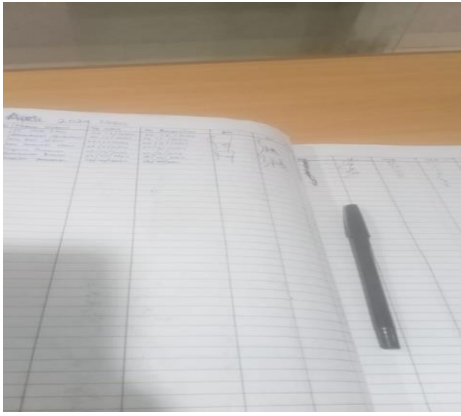
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: FRIDAY

DATE: MARCH, 15th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Requesting a BEO Signature from each department 2. Making a Confirmation Letter	Refiana Limbong	
	Note:		

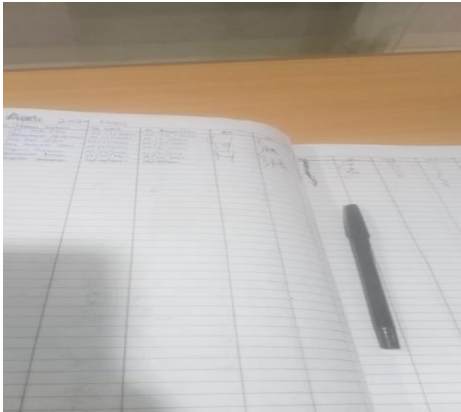
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: MARCH, 16th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Requesting a BEO Signature from each department 2. Making a Confirmation Letter	Refiana Limbong	
	Note:		

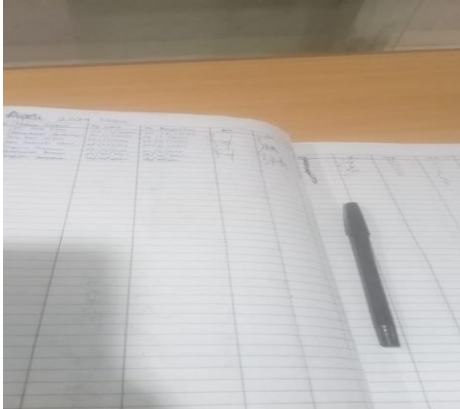
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: MONDAY

DATE: MARCH, 18th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Requesting a BEO Signature from each department 2. Making a Confirmation Letter	Refiana Limbong	
	Note:		

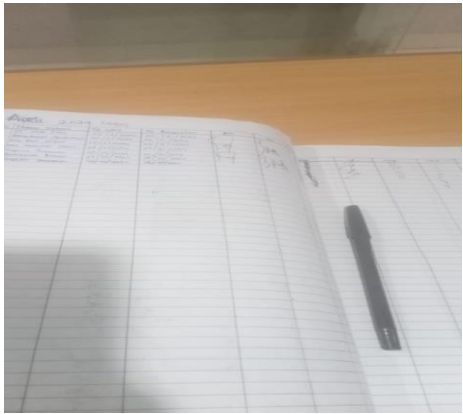
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: MARCH, 19th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement	Refiana Limbong	
	Note:		


NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

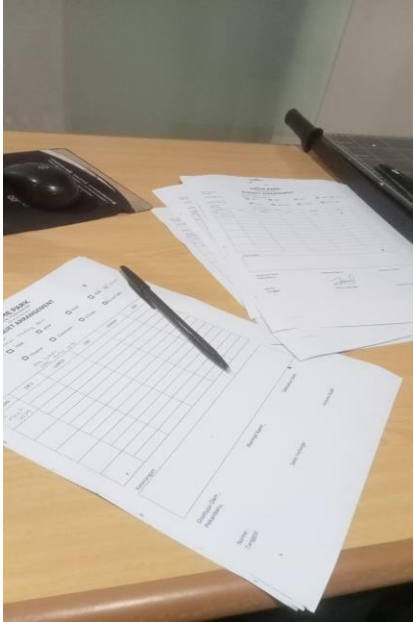
DAILY ACTIVITIES

APPRENTICESHIP

DAY: WEDNESDAY

DATE: MARCH, 20th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement	Refiana Limbong	
	Note:		


NO	WORKING	EXPLANATION
1.		Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate eventneeds such as weddings, conferences, gala dinners, birthday celebrations, or other corporate events.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: THURSDAY

DATE: MARCH, 21th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement	Refiana Limbong	
	Note:		

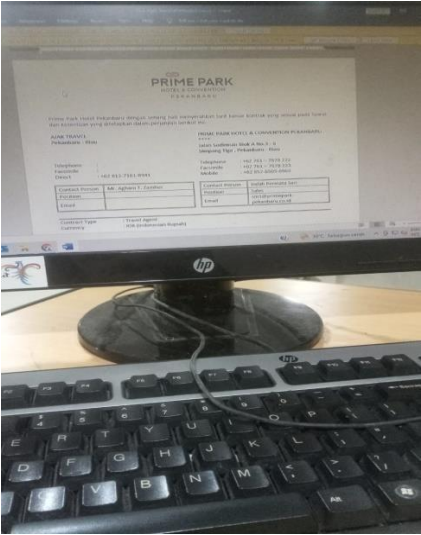
NO	WORKING	EXPLANATION
1.		Showing the room for preparations for the Pekanbaru education office meeting.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: FRIDAY

DATE: MARCH, 22th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement	Refiana Limbong	
	Note:		

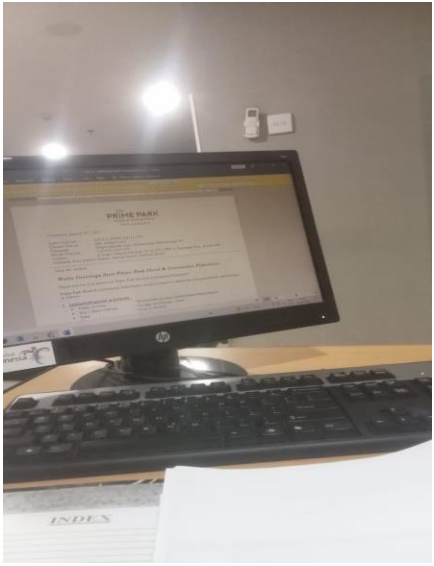
NO	WORKING	EXPLANATION
1.		Making contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: MARCH, 23rd 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement	Refiana Limbong	
	Note:		

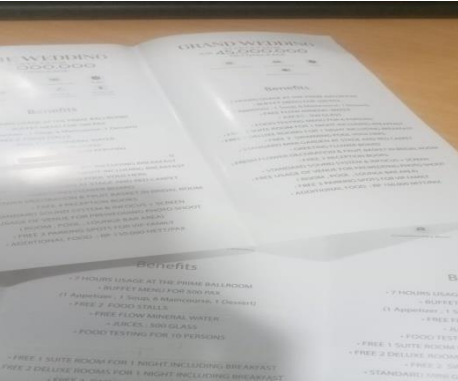
NO	WORKING	EXPLANATION
1.		Making an offer letter for an institution that will hold an event at the hotel.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: MONDAY

DATE: MARCH, 25th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Showing the Room 2. Folding brochure 3. Making a Banquet Arrangement	Refiana Limbong	
	Note:		

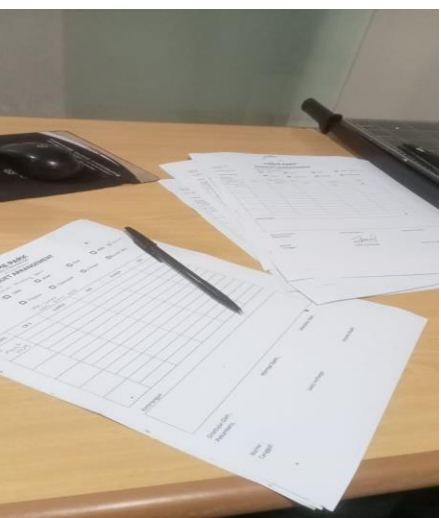
NO	WORKING	EXPLANATION
1.		Folding brochures to be distributed to offices in Pekanbaru city.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: TUESDAY

DATE: MARCH, 26th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department	Refiana Limbong	
	Note:		

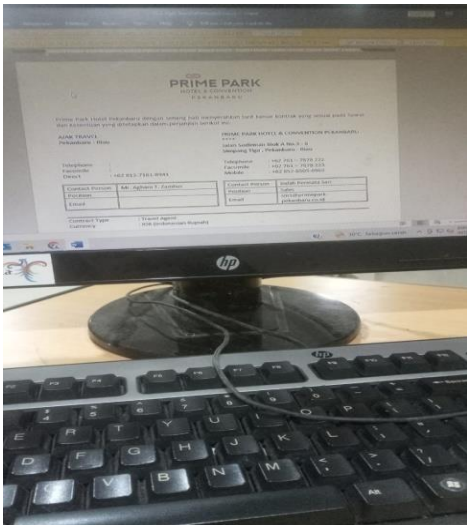
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate eventneeds such as weddings,conferences, gala dinners, birthday celebrations, or other corporate events.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: WEDNESDAY

DATE: MARCH, 27th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

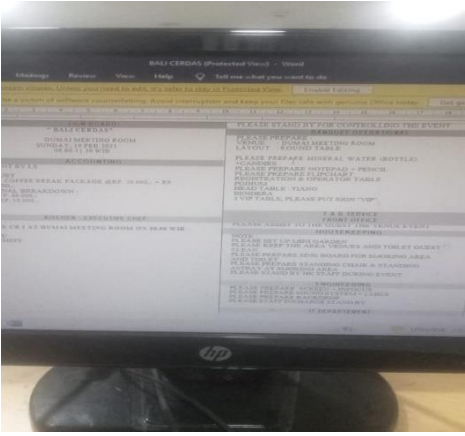
NO	WORKING	EXPLANATION
1.		<p>Making contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: THURSDAY

DATE: MARCH, 28th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

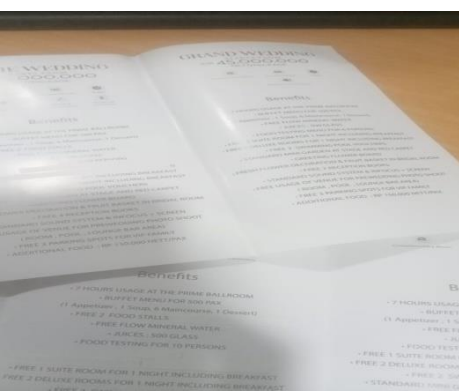
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

DAILY ACTIVITIES APPRENTICESHIP

DAY: SATURDAY

DATE: MARCH, 30rd 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement	Refiana Limbong	
	Note:		

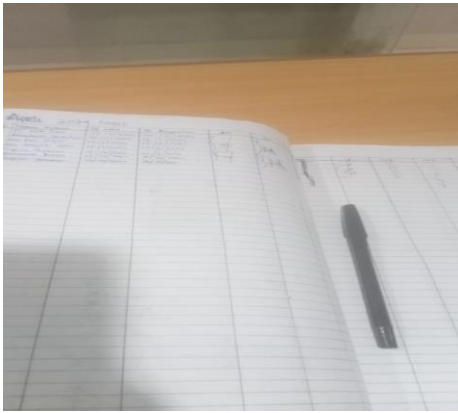
NO	WORKING	EXPLANATION
1.		Folding brochures to be distributed to offices in Pekanbaru city.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: MONDAY

DATE: APRIL, 01st 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

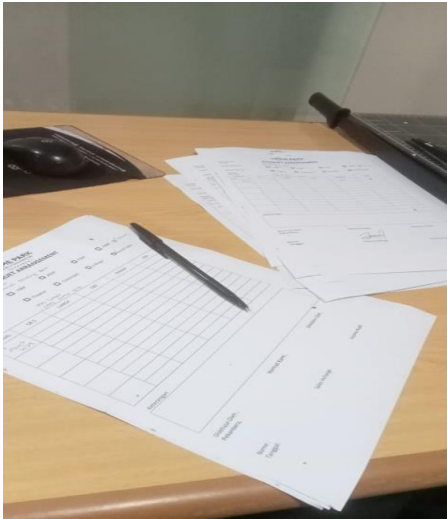
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: TUESDAY

DATE: APRIL, 02nd 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement	Refiana Limbong	
	Note:		

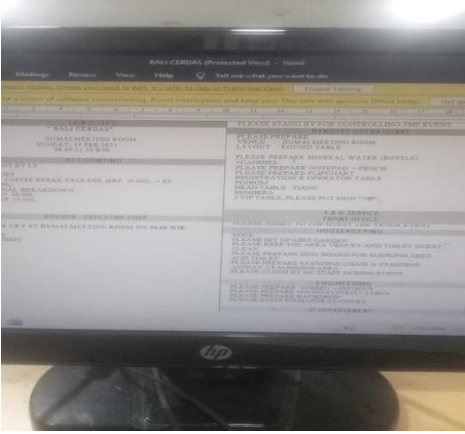
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate eventneeds such as weddings, conferences, gala dinners, birthday celebrations, or other corporate events.</p>

DAILY ACTIVITIES APPRENTICESHIP

DAY: WEDNESDAY

DATE: APRIL, 03rd 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department	Refiana Limbong	
	Note:		

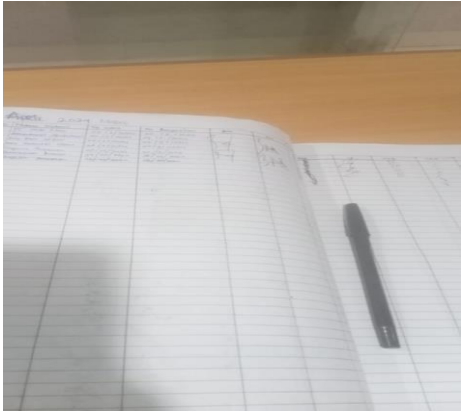
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: THURSDAY

DATE: APRIL, 04th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

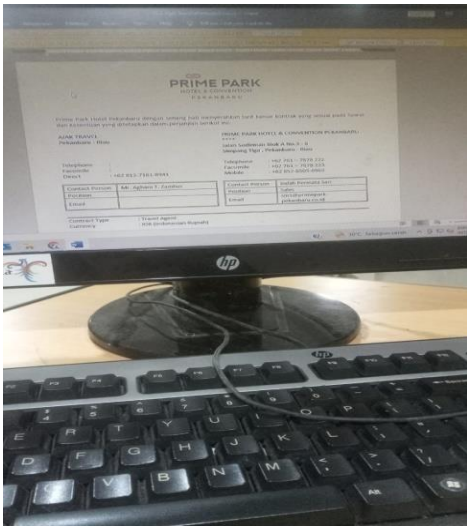
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: FRIDAY

DATE: APRIL, 05th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

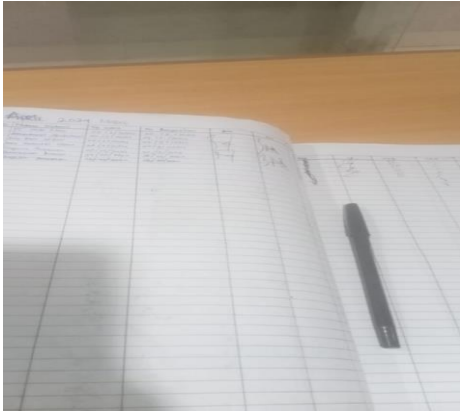
NO	WORKING	EXPLANATION
1.		<p>Creating contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: APRIL, 06th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

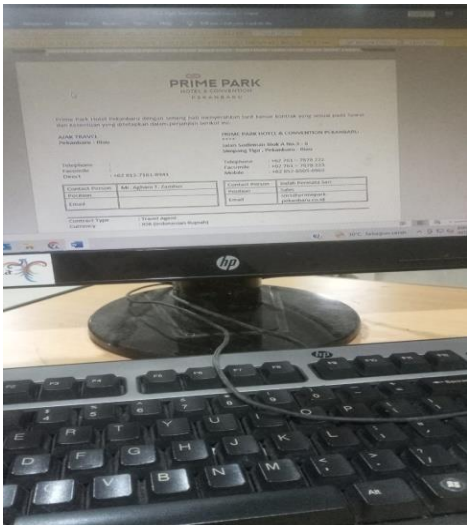
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: MONDAY

DATE: APRIL, 08th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

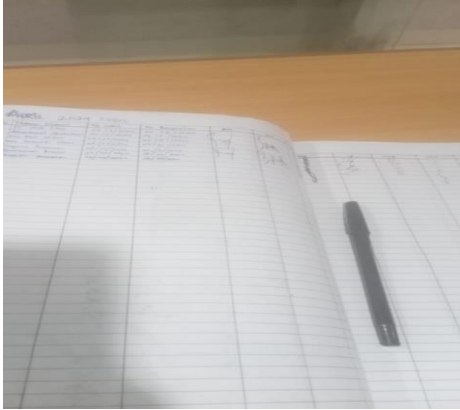
NO	WORKING	EXPLANATION
1.		<p>Creating contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: FRIDAY

DATE: APRIL, 12th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

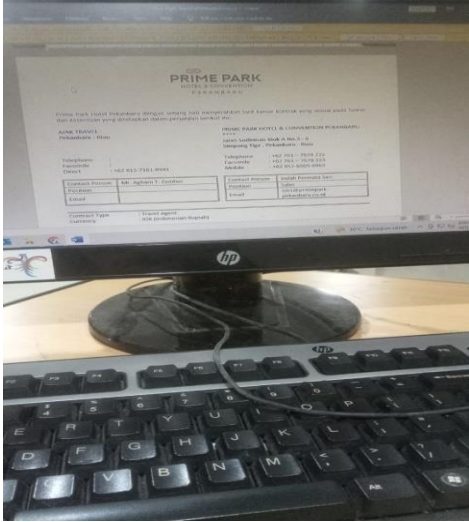
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: APRIL, 13th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

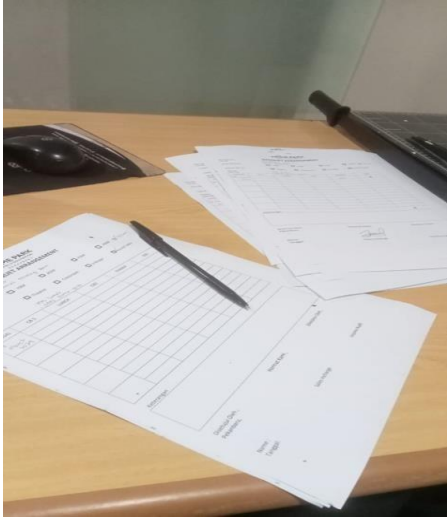
NO	WORKING	EXPLANATION
1.		<p>Creating contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: MONDAY

DATE: APRIL, 15th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

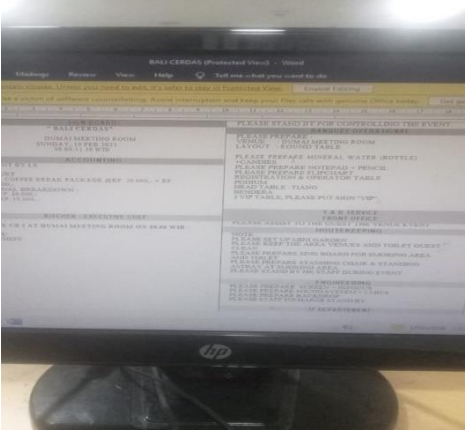
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate eventneeds such as weddings, conferences, gala dinners, birthday celebrations, or other corporate events.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: TUESDAY

DATE: APRIL, 16th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

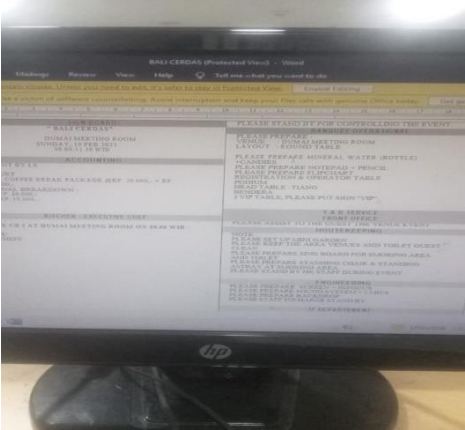
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: WEDNESDAY

DATE: APRIL, 17th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

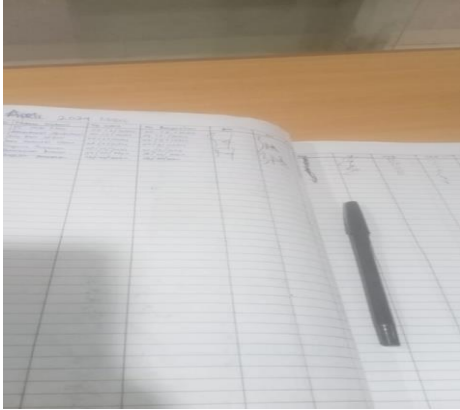
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: THURSDAY

DATE: APRIL, 18th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

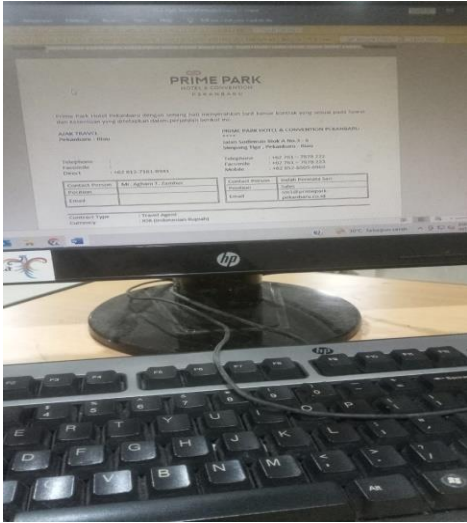
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: FRIDAY

DATE: APRIL, 19th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

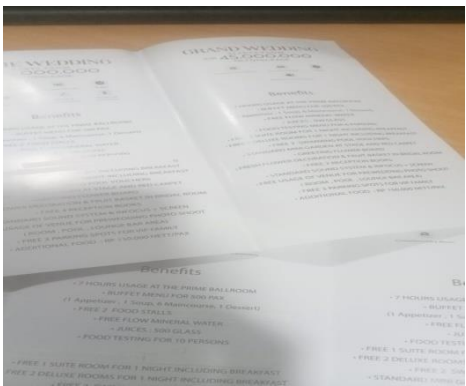
NO	WORKING	EXPLANATION
1.		<p>Making contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.</p>

DAILY ACTIVITIES APPRENTICESHIP

DAY: SATURDAY

DATE: APRIL, 20th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

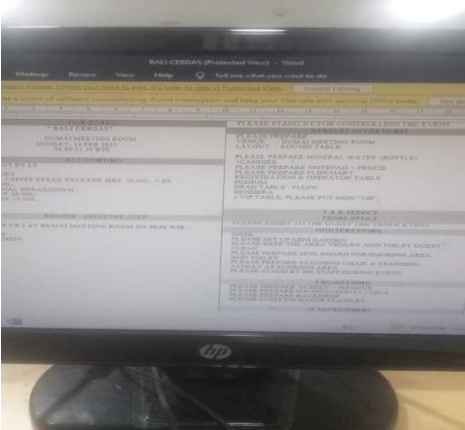
NO	WORKING	EXPLANATION
1.		Folding brochures to be distributed to offices in Pekanbaru city.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: MONDAY

DATE: APRIL, 22th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

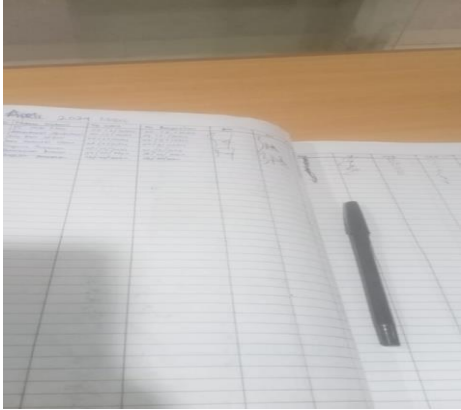
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: TUESDAY

DATE: APRIL, 23rd 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

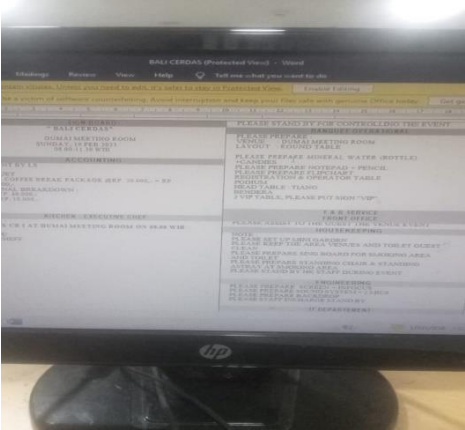
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: WEDNESDAY

DATE: APRIL, 24th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

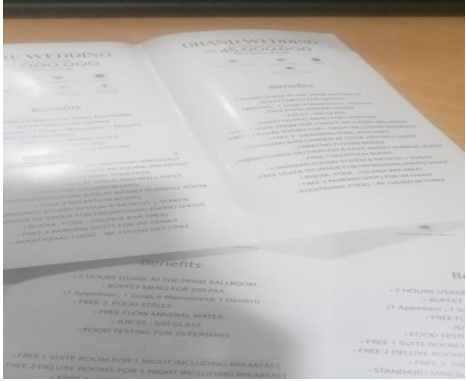
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: THURSDAY

DATE: APRIL, 25th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

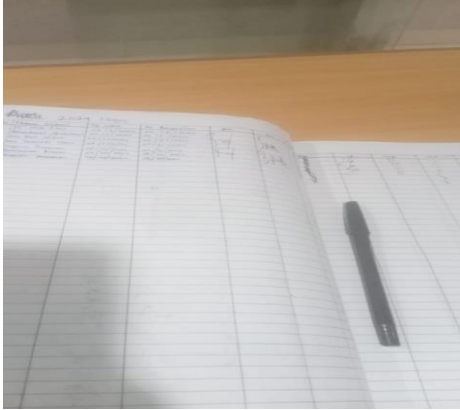
NO	WORKING	EXPLANATION
1.		Folding brochures to be distributed to offices in Pekanbaru city.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: FRIDAY

DATE: APRIL, 26th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

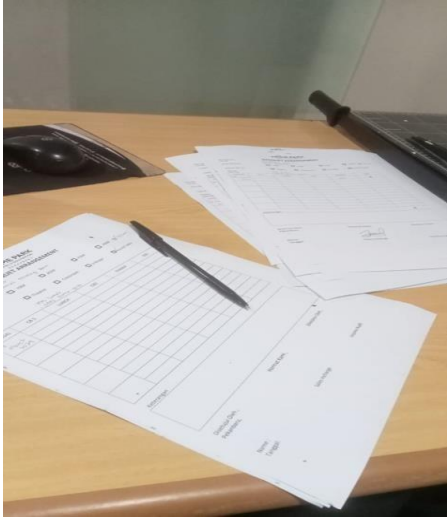
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: APRIL, 27th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

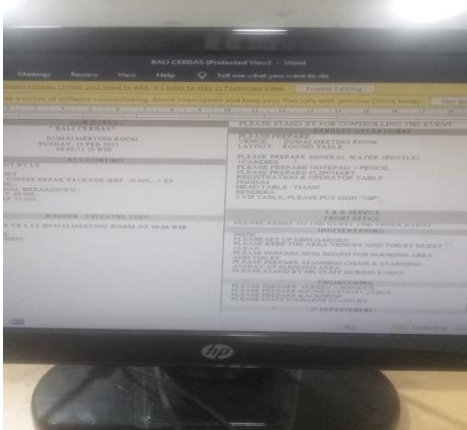
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate eventneeds such as weddings, conferences, gala dinners, birthday celebrations, or other corporate events.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: MONDAY

DATE: APRIL, 29th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

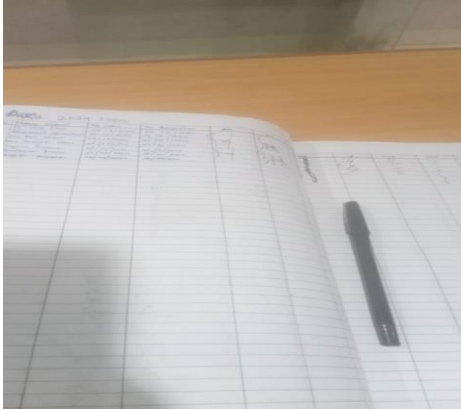
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: TUESDAY

DATE: APRIL, 30th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

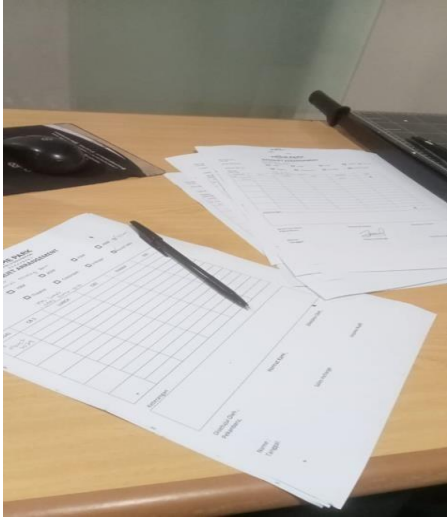
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: THURSDAY

DATE: MEI, 02nd 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

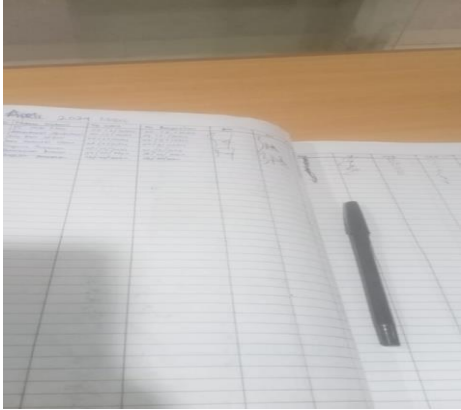
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate eventneeds such as weddings, conferences, gala dinners, birthday celebrations, or other corporate events.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: FRIDAY

DATE: MEI, 03rd 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

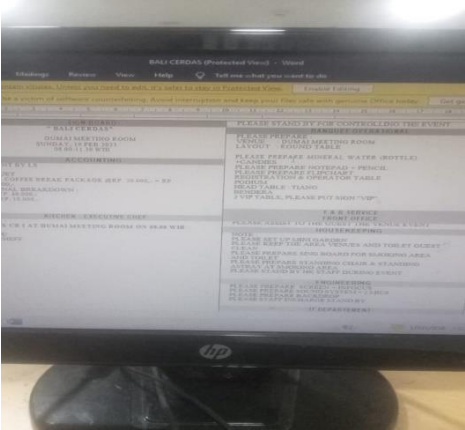
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: MEI, 04th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

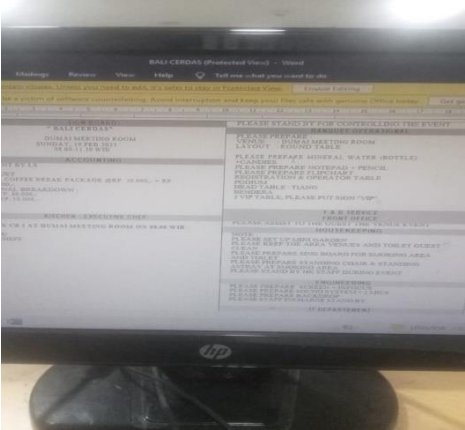
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: WEDNESDAY

DATE: MEI, 08th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

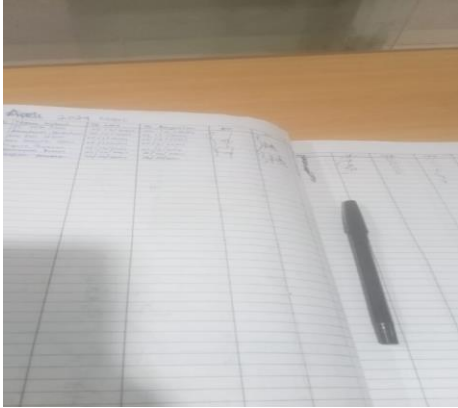
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: FRIDAY

DATE: MEI, 10th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter 2.Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5.Making a Confirmation Letter	Refiana Limbong	
	Note:		

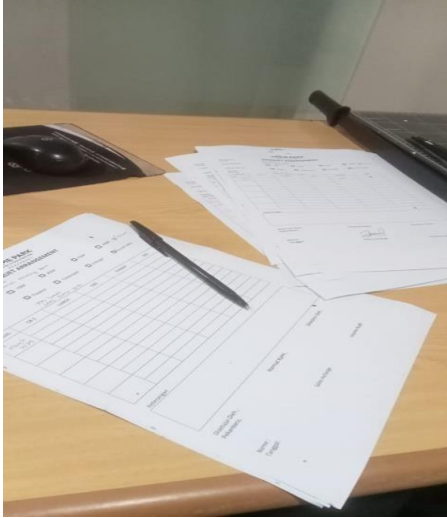
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: MEI, 11th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

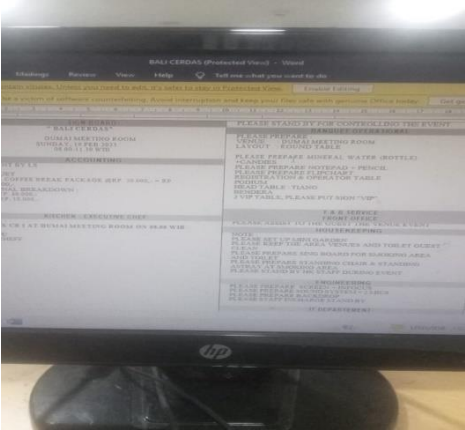
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate event needs such as weddings, conferences, gala dinners, birthday celebrations, or other corporate events.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: MONDAY

DATE: MEI, 13rd 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

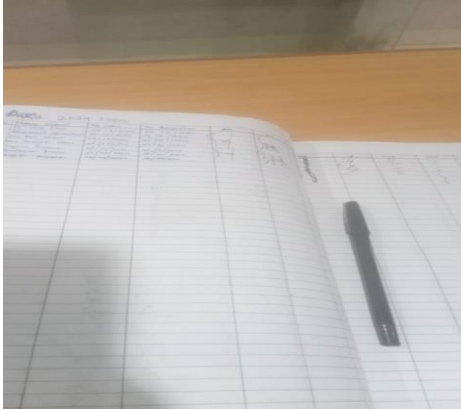
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: TUESDAY

DATE: MEI, 14th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter 2.Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5.Making a Confirmation Letter	Refiana Limbong	
	Note:		

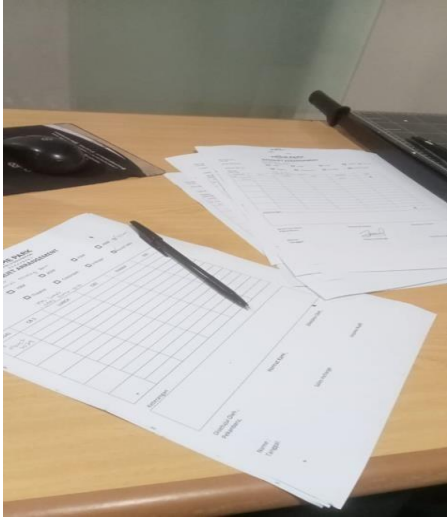
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: WEDNESDAY

DATE: MEI, 15th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

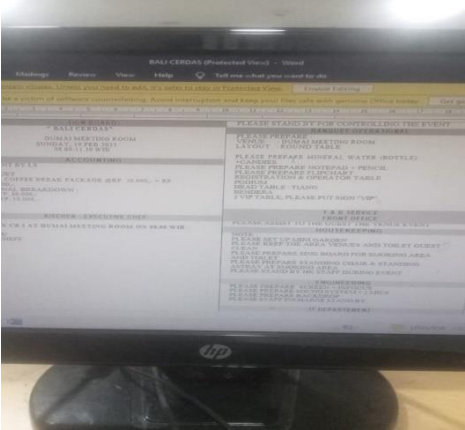
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate event needs such as weddings, conferences, gala dinners, birthday celebrations, or other corporate events.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: THURSDAY

DATE: MEI, 16th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

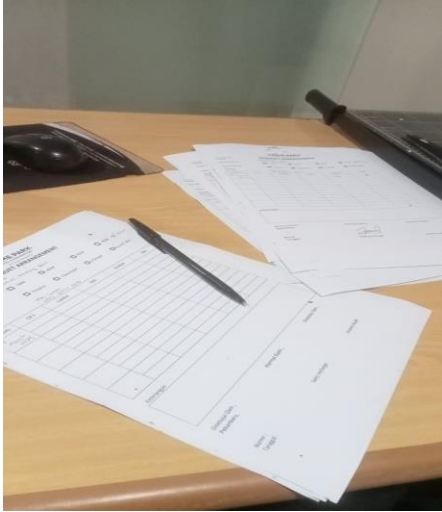
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: FRIDAY

DATE: MEI, 17th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter 2.Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5.Making a Confirmation Letter	Refiana Limbong	
	Note:		

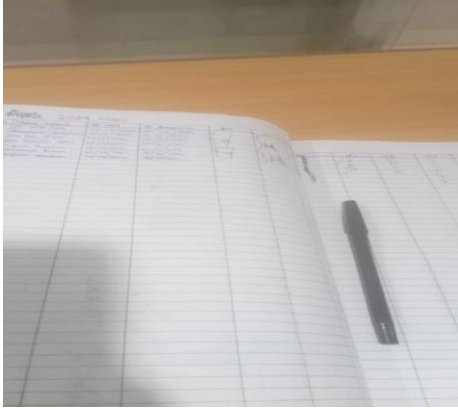
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate eventneeds such as weddings,conferences, gala dinners, birthday celebrations, or other corporate events.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: MEI, 18th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter 2.Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5.Making a Confirmation Letter	Refiana Limbong	
	Note:		

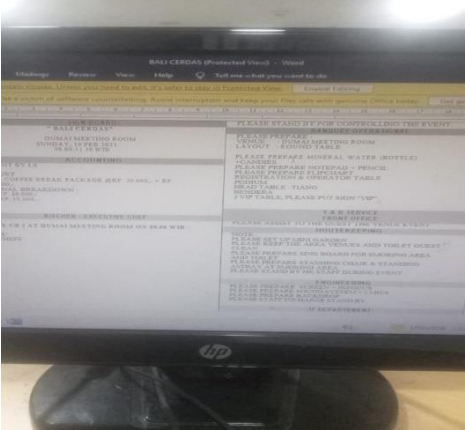
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: MONDAY

DATE: MEI, 20th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

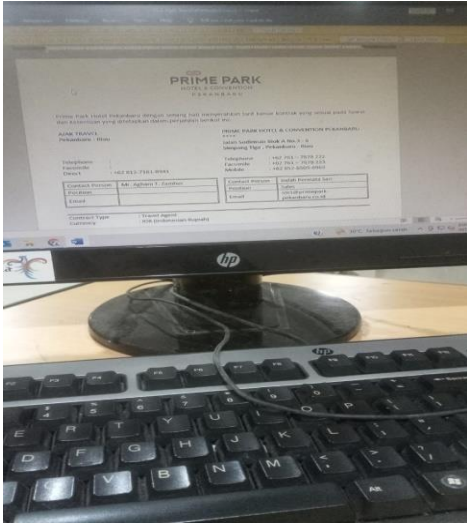
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

DAILY ACTIVITIES APPRENTICESHIP

DAY: TUESDAY

DATE: MEI, 21th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter 2.Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5.Making a Confirmation Letter	Refiana Limbong	
	Note:		

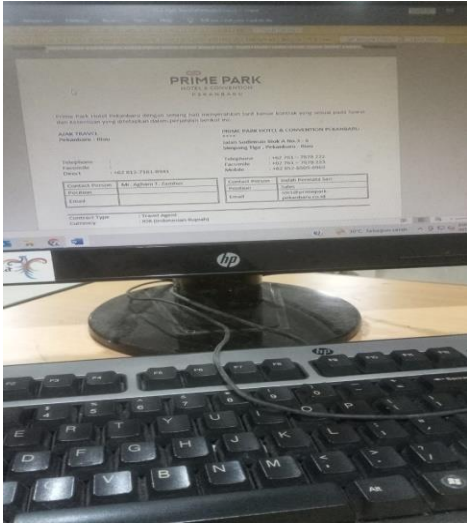
NO	WORKING	EXPLANATION
1.		<p>Creating contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.</p>

DAILY ACTIVITIES APPRENTICESHIP

DAY: WEDNESDAY

DATE: MEI, 22th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

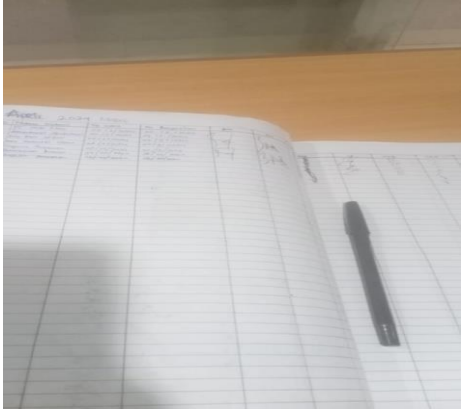
NO	WORKING	EXPLANATION
1.		<p>Creating contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: MEI, 25th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter 2.Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5.Making a Confirmation Letter	Refiana Limbong	
	Note:		

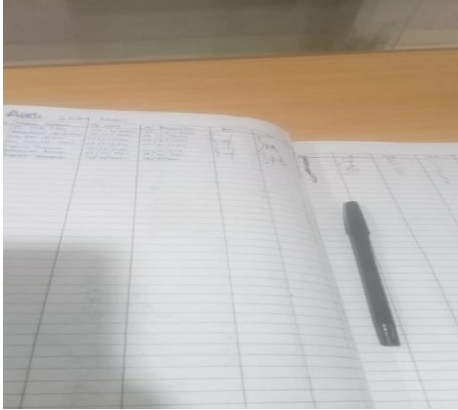
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: MONDAY

DATE: MEI, 27th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter 2.Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5.Making a Confirmation Letter	Refiana Limbong	
	Note:		

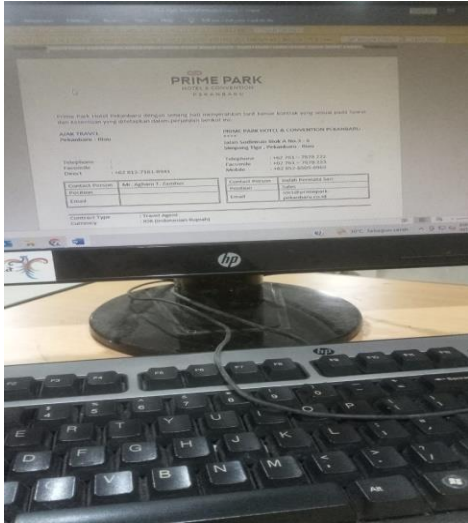
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

DAILY ACTIVITIES APPRENTICESHIP

DAY: TUESDAY

DATE: MEI, 28th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

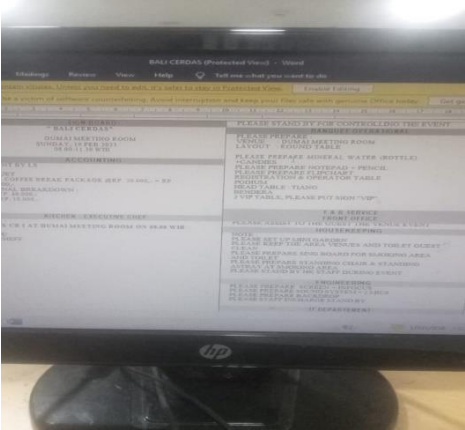
NO	WORKING	EXPLANATION
1.		<p>Creating contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: WEDNESDAY

DATE: MEI, 29th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

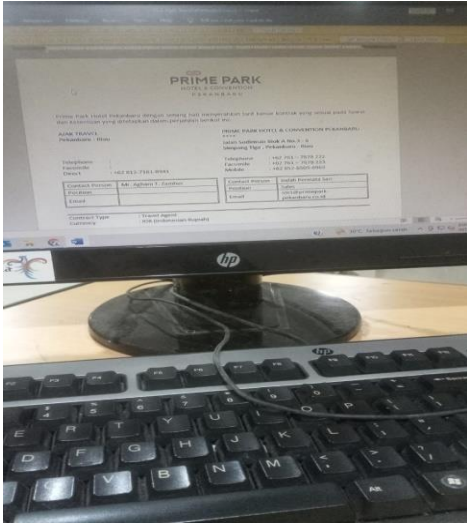
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

DAILY ACTIVITIES APPRENTICESHIP

DAY: THURSDAY

DATE: MEI, 30rd 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

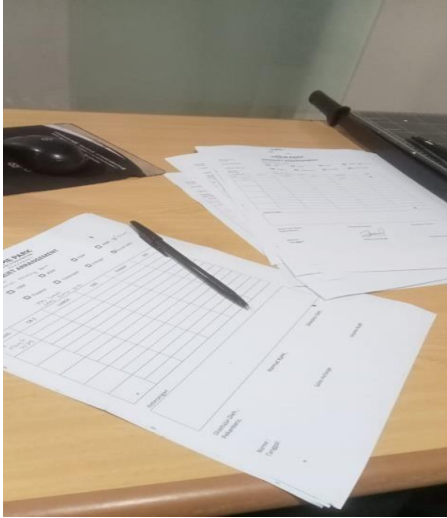
NO	WORKING	EXPLANATION
1.		<p>Creating contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: FRIDAY

DATE: MEI, 31th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

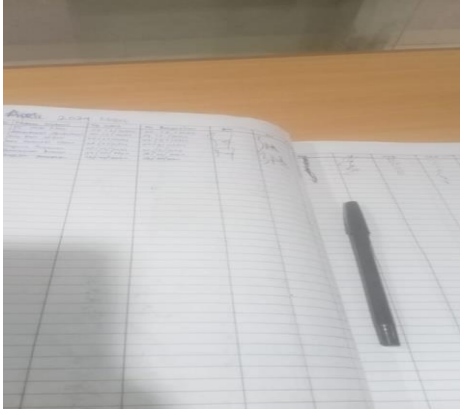
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate event needs such as weddings, conferences, gala dinners, birthday celebrations, or other corporate events.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: MONDAY

DATE: JUNI, 03rd 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

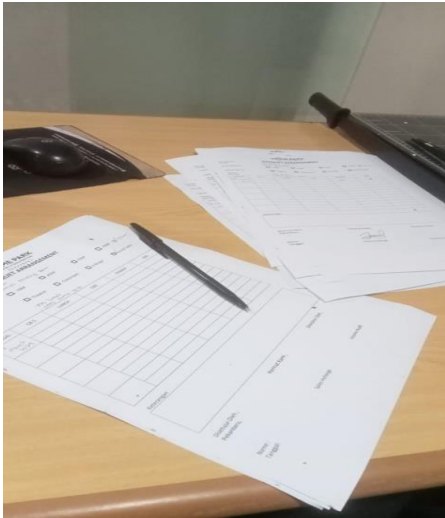
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: TUESDAY

DATE: JUNI, 04th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

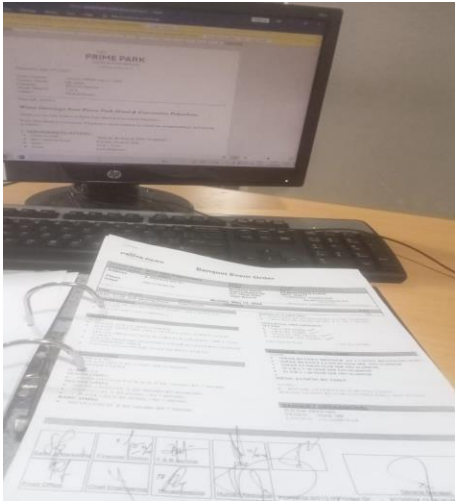
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate event needs such as weddings, conferences, gala dinners, birthday celebrations, or other corporate events.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: WEDNESDAY

DATE: JUNI, 05th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

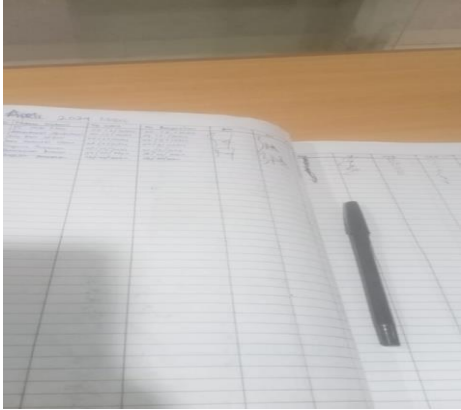
NO	WORKING	EXPLANATION
1.		<p>Creating contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: THURSDAY

DATE: JUNI, 06th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

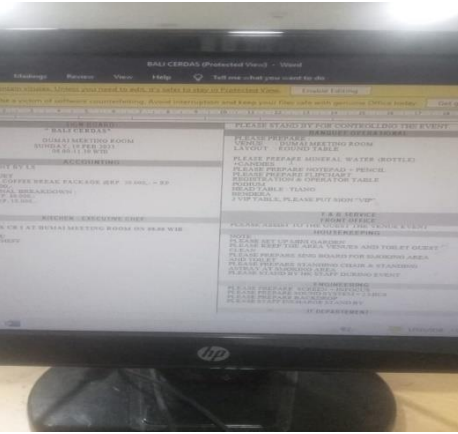
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: FRIDAY

DATE: JUNI, 07th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

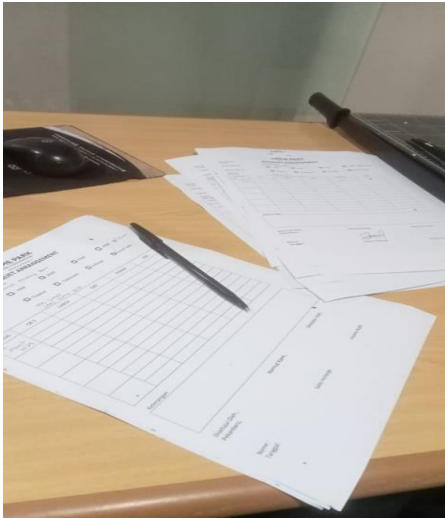
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: JUNI, 08th 2024

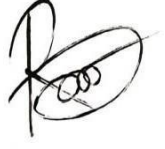
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

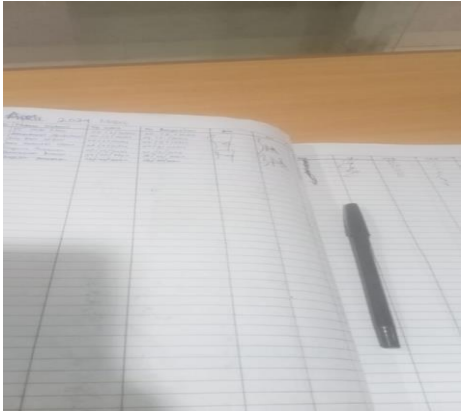
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate event needs such as weddings, conferences, gala dinners, birthday celebrations, or other corporate events.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: MONDAY

DATE: JUNI, 10th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

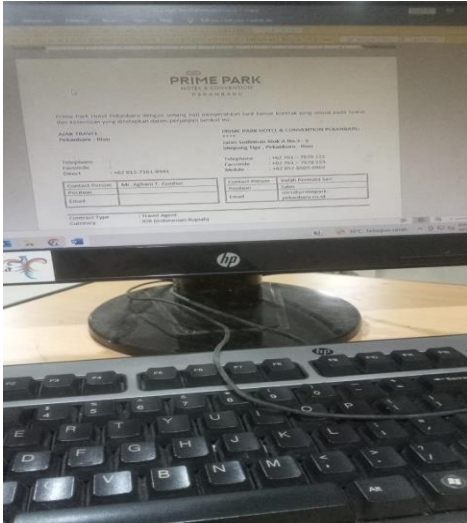
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

DAILY ACTIVITIES APPRENTICESHIP

DAY: TUESDAY

DATE: JUNI, 11th 2024

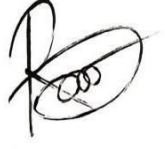
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

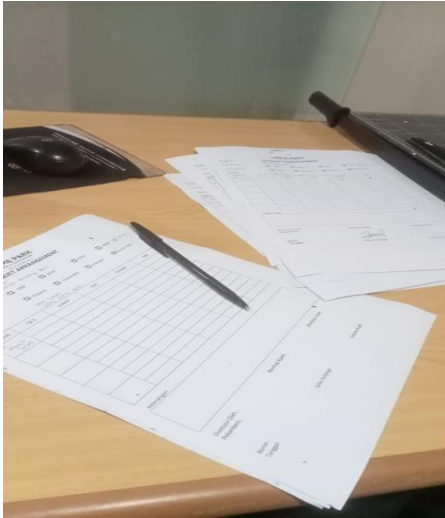
NO	WORKING	EXPLANATION
1.		<p>Creating contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: WEDNESDAY

DATE: JUNI, 12th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

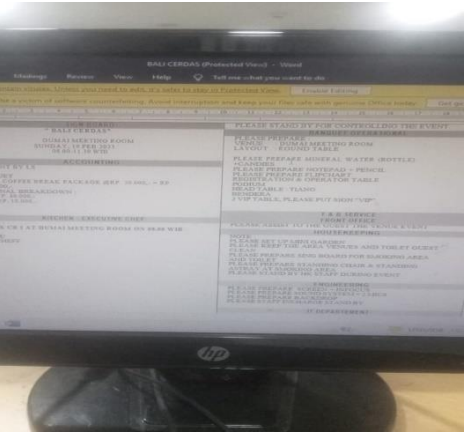
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate event needs such as weddings, conferences, gala dinners, birthday celebrations, or other corporate events.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: THURSDAY

DATE: JUNI, 13rd 2024

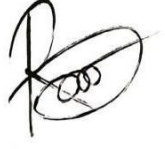
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter 2.Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5.Making a Confirmation Letter	Refiana Limbong	
	Note:		

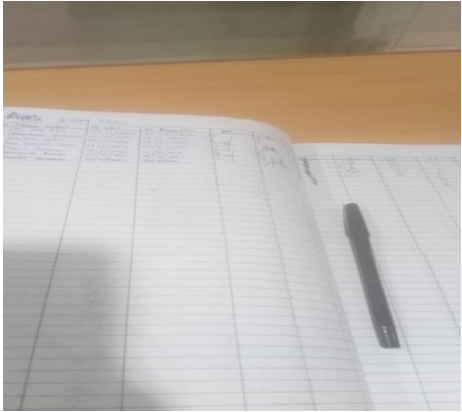
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: FRIDAY

DATE: JUNI, 14th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

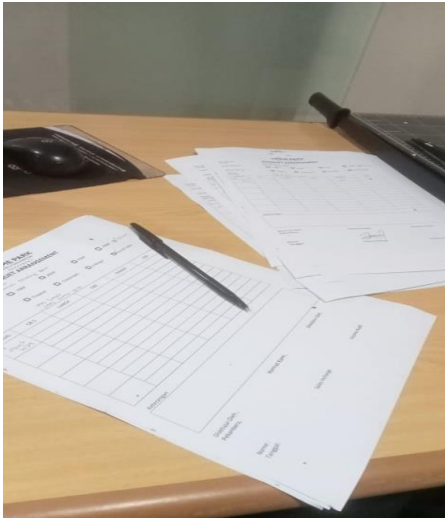
NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: JUNI, 15th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter 2.Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5.Making a Confirmation Letter	Refiana Limbong	
	Note:		

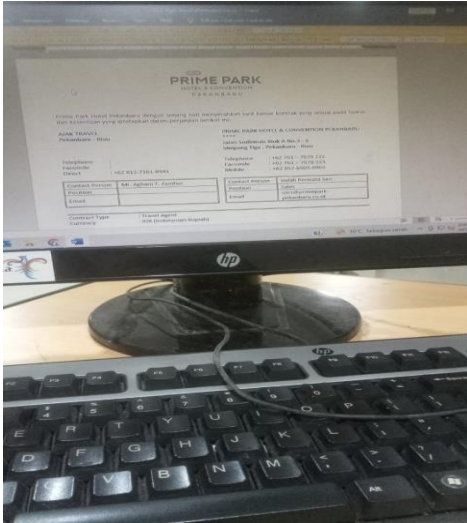
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate eventneeds such as weddings,conferences, gala dinners, birthday celebrations, or other corporate events.</p>

DAILY ACTIVITIES APPRENTICESHIP

DAY: TUESDAY

DATE: JUNI, 18th 2024

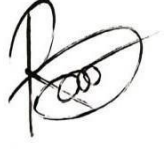
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

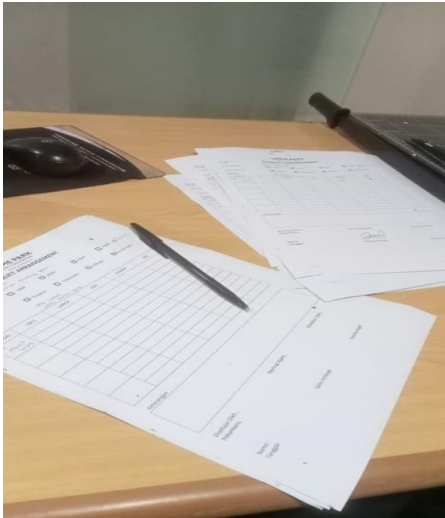
NO	WORKING	EXPLANATION
1.		<p>Creating contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: WEDNESDAY

DATE: JUNI, 19th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

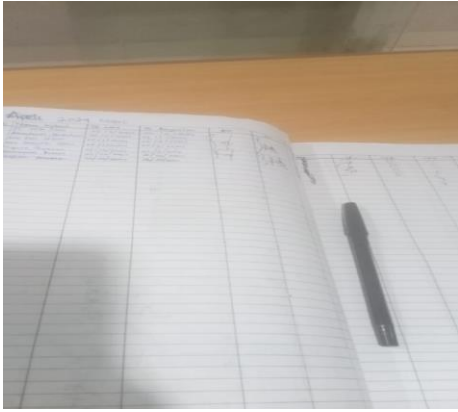
NO	WORKING	EXPLANATION
1.		<p>Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate eventneeds such as weddings, conferences, gala dinners, birthday celebrations, or other corporate events.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: THURSDAY

DATE: JUNI, 20th 2024

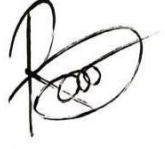
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		


NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY: SATURDAY

DATE: JUNI, 22th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter 2.Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5.Making a Confirmation Letter	Refiana Limbong	
	Note:		

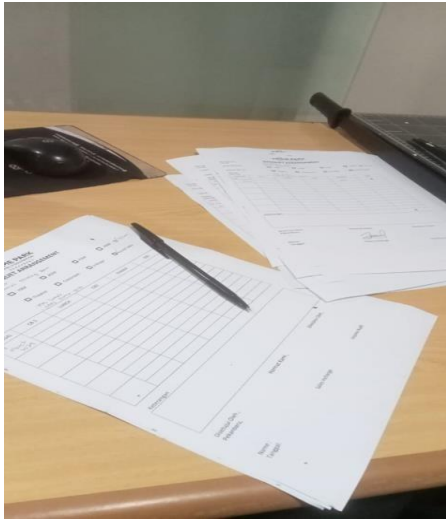
NO	WORKING	EXPLANATION
1.		Writing the Institution that will create the event.

APPRENTICESHIP

DAY: MONDAY

DATE: JUNI, 24th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

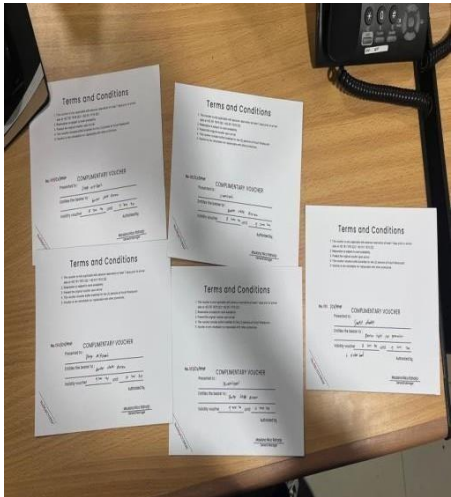
NO	WORKING	EXPLANATION
1.		Making Banquet Arrangements which refers to arranging or providing space and services for events or special events at a hotel, restaurant, or other facility. This includes various preparations needed to accommodate event needs such as weddings, conferences, gala dinners, birthday celebrations, or other corporate events.

APPRENTICESHIP

DAY: TUESDAY

DATE: JUNI, 26th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

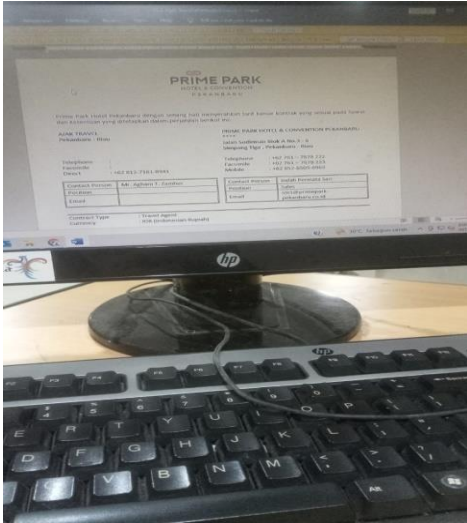
NO	WORKING	EXPLANATION
1.		Creating voucher discounts for customers.

APPRENTICESHIP

DAY: WEDNESDAY

DATE: JUNI, 26th 2024


NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

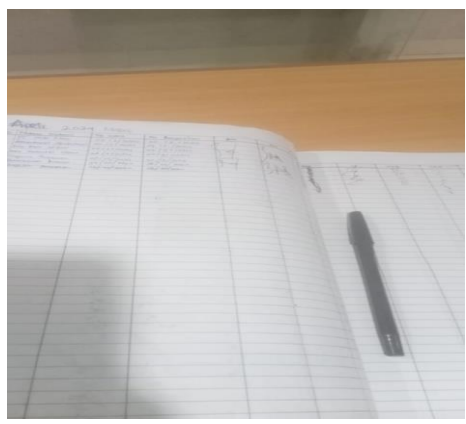
NO	WORKING	EXPLANATION
1.		Creating contract rates that are offered to secure business from large groups or guests staying for a certain period of time. This can include corporate groups holding conferences, large events such as weddings, tour groups, or even long-term bookings by companies for business travel needs.


APPRENTICESHIP

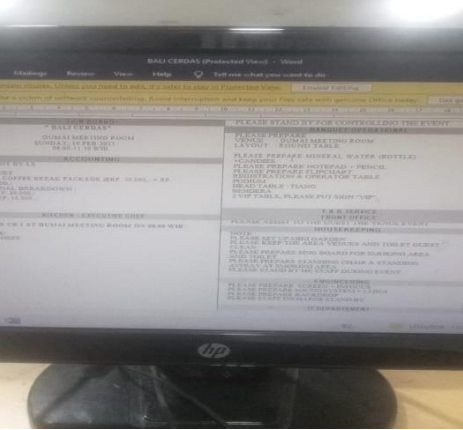
DAY: THURSDAY


DATE: JUNI, 27th 2024

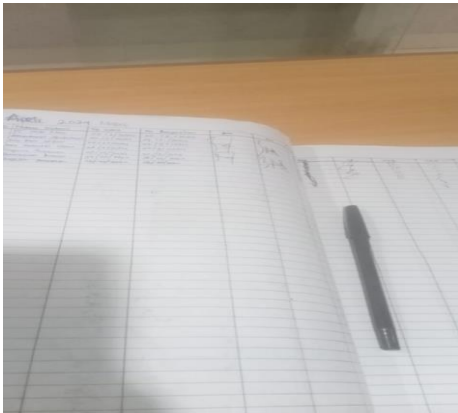
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter 2.Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5.Making a Confirmation Letter	Refiana Limbong	
	Note:		



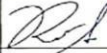


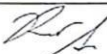
NO	WORKING	EXPLANATION
1.		Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter 2. Making a Contract Rate 3. Making a Banquet Arrangement 4. Requesting a BEO Signature from each department 5. Making a Confirmation Letter	Refiana Limbong	
	Note:		

NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

CONSULTATION SHEET
PRIME PARK HOTEL & CONVENTION PEKANBARU

Name : Yulian Syafitri
Reg. Number : 5203211154
Advisor : Rida Asfina, M.Pd

Day/Date	Revision	Advisor
18 Juni 2024	Perbaiki tulisan	
26 Juni 2024	Menambah gambar pd capter 3	
29 Juni 2024	Memperbaiki Bagan	
5 July 2024	Memperbaiki Table of contents	
8 July 2024	Menambah Reference	
11 July 2024	Acc	

Bengkalis, June 2024



Rida Asfina, M.Pd
NIP.199101052022032007