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



## YULIAN SYAFITRI 5203211154

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 NIM.5203211154

Pekanbaru, June 29th 2024

Sales Manager Prime Park Hotel & Convention

PE Refians Limbong

Advisor

Risda Asfina, M.Pd NIP: 199101052022032007

Approved by,

Head of English Study Program State Polytechnic of Bengkalis

TE ILI

NIP: 198805172015041002

CS Diplodal dengan CamScann

#### **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 29th 2024

Accepted by:

Advisor

Risda Asfina, M.Pd

NIP: 199101052022032007

Head of English Study Program

State Polytechnic Bengkalis

An Satria, M.Pd., BI

P. 19880517201504100

ii

#### **ACKNOWLEDGEMENT**

Praise gratitude submitted to the God who always gives blessing that help author to complete and finish this apprenticeship report at Prime Park Hotel & Convention Pekanbaru.

During the writing process of this report, there were many people involved giving advice, help, and support. In this occasion, the writer would like to say many thanks to:

- 1. Johny Custer, ST., MT, as the Director of the State Polytechnic of Bengalis.
- 2. Diah Paramita Sari, M.Pd., as the Head of Language Department.
- 3. M. Sabri, S.Pd, M.Par., as the Secretary of the English Study Program.
- 4. Ari Satria, M.Pd.B.I., as the Head of the English Study Program.
- 5. Aswandi, M. Pd, as the Head of English for Business Professional and Communication Study Program.
- 6. Rionaldi, M.Pd., as the Coordinator of Apprenticeship Report.
- 7. Risda Asfina, M.Pd as the Advisor of Apprenticeship Report.
- 8. Refiana Limbong, as the Advisor of Apprenticeship Report and as the Campus Relations Department in Sales & Marketing.
- 9. All Lectures of Language Department.
- 10. All Co-Workers in Prime Park Hotel & Convention Pekanbaru.
- 11. Last but not least, Muhammad Fitri and Sabariah as my parents, and all my family who gave me a lot of love, support, and the best prayers.

Bengkalis, June 29<sup>th</sup>, 2024 Author

<u>YULIAN SYAFITRI</u> 5203211154

## TABLE OF CONTENTS

ACCEPTANCE SHEET	ii
ACKNOWLEDGEMENTi	V
TABLE OF CONTENTS	v
LIST OF FIGURES vi	ii
LIST OF TABLESvii	ii
CHAPTER I	1
INTRODUCTION	1
1.1 Background of Apprenticeship	1
1.2 Purpose of Apprenticeship	1
1.3 Significance of the Apprenticeship	2
CHAPTER II	3
GENERAL DESCRIPTION OF THE COMPANY	3
2.1 Company History	3
2.2 Vision and Missions	4
2.3 Kind of Business	5
2.4 Organization Structure	5
2.5 Document Used for Activity	9
2.6 Location1	0
2.7 Facilities1	0
CHAPTER III1	5
SCOPE OF THE APPRENTICESHIP	5
	_
3.1 Job Description	
	5

3.4 Obstacles and Solutions	34
CHAPTER IV CONCLUS <b>TABLE OF CONTENTS</b>	36
4.1 Conclusions	36
4.2 Suggestions	36
REFERENCES	37
APPENDICES	38

## LIST OF FIGURES

Figure 2.1 Swimming Pool Prime Park Hotel & Convention Pekanbaru	4
Figure 2. 2 Prime Park Hotel & Convention Pekanbaru	10
Figure 2. 3 Prime Park Hotel & Convention Meeting Room	11
Figure 2. 4 Prime Park Hotel & Convention Ballroom	11
Figure 2. 5 Prime Park Hotel & Convention Deluxe Room	11
Figure 2. 6 Prime Park Hotel & Convention Executive Room	12
Figure 2. 7 Prime Park Hotel & Convention Suit Room	12
Figure 2. 8 Prime Park Hotel & Convention Kunyit Restaurant	13
Figure 2. 9 Prime Park Hotel & Convention Swimming Pool	13
Figure 2. 10 Prime Park Hotel & Convention Rupa-Rupa	14
Figure 2. 11 Prime Park Hotel & Convention SPA Massage	14
Figure 3.1 The work procedure to request the BEO's signature	32
Figure 3.2 The work procedure to record the Confirmation Letter	32
Figure 3. 3 The work procedure to helping recap cash flow	33
Figure 3.4 The work procedure to carried out in creating the Contract Rate	33
Figure 3.5 The work procedure to make the Banquet Arrangement	34

## LIST OF TABLES

Table 3. 1 Daily Activities of March, 1st 2024 to March 9th 2024	16
Table 3. 2 Daily Activities of March, 11 <sup>th</sup> 2024 to March 16 <sup>th</sup> 2024	16
Table 3. 3 Daily Activities of March, 18 <sup>th</sup> 2024 to March 23 <sup>rd</sup> 2024	17
Table 3. 4 Daily Activities of March, 25 <sup>th</sup> 2024 to March 30 <sup>rd</sup> 2024	18
Table 3. 5 Daily Activities of April, 1st 2024 to April 06th 2024	19
Table 3. 6 Daily Activities of April, 8 <sup>th</sup> 2024 to April 13 <sup>rd</sup> 2024	20
Table 3. 7 Daily Activities of April, 15 <sup>th</sup> 2024 to April 20 <sup>th</sup> 2024	21
Table 3. 8 Daily Activities of April, 22 <sup>th</sup> 2024 to April 27 <sup>th</sup> 2024	22
Table 3. 9 Daily Activities of April, 29th 2024 to May 4th 2024	23
Table 3. 10 Daily Activities of May, 6 <sup>th</sup> 2024 to May 11 <sup>th</sup> 2024	24
Table 3. 11 Daily Activities of May, 13 <sup>th</sup> 2024 to May 18 <sup>th</sup> 2024	25
Table 3. 12 Daily Activities of May, 20 <sup>th</sup> 2024 to May 25 <sup>th</sup> 2024	26
Table 3. 13 Daily Activities of May, 27 <sup>th</sup> 2024 to June 1 <sup>st</sup> 2024	27
Table 3. 14 Daily Activities of June, 3 <sup>rd</sup> 2024 to June 8 <sup>th</sup> 2024	28
Table 3. 15 Daily Activities of June, 10 <sup>th</sup> 2024 to June 15 <sup>th</sup> 2024	29
Table 3. 16 Daily Activities of June. 17 <sup>th</sup> 2024 to June 22 <sup>th</sup> 2024	30

#### **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 whilestudying 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

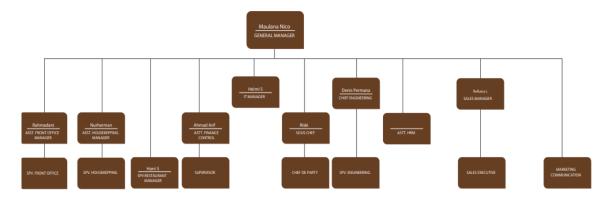
Prime Park Hotel & Convention Pekanbaru has a luxurious design, guests are comfortable to stay in, with 151 rooms, a ballroom and several meeting rooms. Not only that, Prime Park Hotel & Convention also has a restaurant offering a unique blend of traditional and modern flavors, creating a memorable meal 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 culturaltraditions.

#### 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 annualbudget, 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:

- 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 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 theguest 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 salesoutlets, 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 maintainingthe 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



#### 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 m<sup>2</sup>

• 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 1<sup>st</sup> until 29<sup>th</sup> 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 1<sup>st</sup> 2024 until June 29<sup>th</sup> 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 1st	Having briefing related to implementation of	HRD
	2024	apprenticeship	
2.	Saturday, March 2 <sup>nd</sup>	1.Requesting a BEO Signature from each department	Mentor
	2024	2.Creating a Confirmation Letter	(Manager
			SM)
3.	Monday, March 4th	1.Requesting a BEO Signature from each department	Mentor
	2024	2.Creating a Confirmation Letter	(Manager
			SM)
4.	Tuesday, March 5 <sup>th</sup>	1.Requesting a BEO Signature from each department	Mentor
	2024	2.Creating a Confirmation Letter	(Manager
			SM)
5.	Wednesday, March 6 <sup>th</sup>	1.Requesting a BEO Signature from each department	Mentor
	2024	2.Creating a Confirmation Letter	(Manager
			SM)
6.	Thursday, March 7 <sup>th</sup>	1.Requesting a BEO Signature from each department	Mentor
	2024	2.Creating a Confirmation Letter	(Manager
			SM)
7.	Friday, March 8th	1.Requesting a BEO Signature from each department	Mentor
	2024	2.Creating a Confirmation Letter	(Manager
			SM)
8.	Saturday, March 9th	1.Requesting a BEO Signature from each department	Mentor
	2024	2.Creating a Confirmation Letter	(Manager
			SM)

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

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

3.	Wednesday, March	1. Requesting a BEO Signature from each	Mentor
	13 <sup>th</sup> 2024	department	(Manager
		2. Creating a Confirmation Letter	SM)
4.	Thursday, March 14th	1.Requesting a BEO Signature from each	Mentor
	2024	department	(Manager
		2. Creating a Confirmation Letter	SM)
5.	Friday, March 15 <sup>th</sup>	1. Requesting a BEO Signature from each	Mentor
	2024	department	(Manager
		2. Creating a Confirmation Letter	SM)
6.	Catuadan Manah	1 Demosting a DEO Cinneture from each	Mentor
0.	Saturday, March	1. Requesting a BEO Signature from each	Mentor
	16 <sup>th</sup> 2024	department	(Manager
		2. Creating a Confirmation Letter	SM)

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

No	Day/ Date	Activity	Assignor
1.	Monday, March 18th	1. Requesting a BEO Signature from each	Mentor
	2024	department	(Manager SM)
		2. Creating a Confirmation Letter	,
		3.Creating a Offering Letter	
		4.Creating a Contract Rate	
		5. Creating a Banquet Arrangement	
2.	Tuesday, March 19th	1. Requesting a BEO Signature from each	Mentor
	2024	department	(Manager SM)
		2. Creating a Confirmation Letter	22.2)
		3.Creating a Offering Letter	
		4.Creating a Contract Rate	
		5. Creating a Banquet Arrangement	
3.	Wednesday, March	1. Requesting a BEO Signature from each	Mentor
	20th 2024	department	(Manager SM)
		2. Creating a Confirmation Letter	21.1)
		3.Creating a Offering Letter	
		4.Creating a Contract Rate	
		5. Creating a Banquet Arrangement	

4.	Thursday, March 21 <sup>th</sup>	1. Requesting a BEO Signature from each	Mentor
	2024	department	(Manager SM)
		2. Creating a Confirmation Letter	5111)
		3.Creating a Offering Letter	
		4.Creating a Contract Rate	
		5. Creating a Banquet Arrangement	
5.	Friday, March 22 <sup>th</sup>	1. Requesting a BEO Signature from each	Mentor
	2024	department	(Manager
		2. Creating a Confirmation Letter	SM)
		3.Creating a Offering Letter	
		4.Creating a Contract Rate	
		5. Creating a Banquet Arrangement	
6.	Saturday, March	1. Requesting a BEO Signature from each	Mentor
	23 <sup>rd</sup> 2024	department	(Manager
		2. Creating a Confirmation Letter	SM)
		3.Creating a Offering Letter	
		4.Creating a Contract Rate	
		5. Creating a Banquet Arrangement	

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

No	Day/ Date	Activity	Assignor
1.	Monday, March 25 <sup>th</sup> 2024	Requesting a BEO Signature from each department     Creating a Confirmation Letter     Creating a Offering Letter     Creating a Contract Rate     Creating a Banquet Arrangement	Mentor (Manager SM)
2.	Tuesday, March 26 <sup>th</sup> 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 <sup>th</sup> 2024	Requesting a BEO Signature from each department     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 28th	1. Requesting a BEO Signature from each	Mentor
	2024	department	(Manager SM)
		2. Creating a Confirmation Letter	21/1)
		3.Creating a Offering Letter	
		4.Creating a Contract Rate	
		5. Creating a Banquet Arrangement	
5.	Friday, March 29 <sup>th</sup>		Mentor
	2024	Good Friday	(Manager SM)
			,
6.	Saturday, March	1. Requesting a BEO Signature from each	Mentor
	$30^{\rm rd} \ 2024$	department	(Manager SM)
		2. Creating a Confirmation Letter	,
		3.Creating a Offering Letter	
		4.Creating a Contract Rate	
		5. Creating a Banquet Arrangement	

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Table 3. 13 Daily Activities of May, 27th 2024 to June 1st 2024

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

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

2024 2.Creating a Confirmation Letter SM)  3.Creating a Contract Rate 4.Creating a Contract Rate 5. Creating a Banquet Arrangement  2. Tuesday, June 04th 2.Creating a BEO Signature from each department 3.Creating a Offering Letter SM)  4.Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a BEO Signature from each department Mentor (Managos)  3. Wednesday, June 1.Requesting a BEO Signature from each department (Managos)  3. Creating a Contract Rate SM)  4.Creating a Confirmation Letter SM)  4.Creating a Contract Rate SM)  4.Creating a Contract Rate SM)  5. Creating a Banquet Arrangement Mentor (Managos)  4. Thursday, June 06th 2024 1.Requesting a BEO Signature from each department (Managos)  3.Creating a Contract Rate SM)  4.Creating a Contract Rate SM)  5. Friday, June 07th 1.Requesting a BEO Signature from each department 2.Creating a Contract Rate SM)  5. Friday, June 07th 1.Requesting a BEO Signature from each department (Managos)  5. Friday, June 07th 1.Requesting a BEO Signature from each department (Managos)  5. Creating a Confirmation Letter SM)  4.Creating a Confirmation Letter SM)  5. Creating a Contract Rate SM)  5. Creating a Confirmation Letter SM)  6. Saturday, June 1.Requesting a BEO Signature from each department SM)  6. Saturday, June 1.Requesting a BEO Signature from each department SM)  6. Saturday, June 1.Requesting a BEO Signature from each department SM)	No	Day/ Date	Activity	Assignor
3. Creating a Offering Letter 4. Creating a Banquet Arrangement  2. Tuesday, June 04th 2024 1. Requesting a BEO Signature from each department 3. Creating a Contract Rate 5. Creating a Contract Rate 6. Creating a Confirmation Letter 9. SM)  3. Wednesday, June 1. Requesting a BEO Signature from each department 9. Creating a Confirmation Letter 9. SM)  4. Creating a Banquet Arrangement  4. Thursday, June 06th 2024 1. Requesting a BEO Signature from each department 9. Creating a Contract Rate 9. Creating a Banquet Arrangement  4. Thursday, June 06th 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 Contract Rate 5. Creating a Banquet Arrangement  5. Friday, June 07th 1. Requesting a BEO Signature from each department 2. Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a Confirmation Letter 3. Creating a Contract Rate 5. Creating a Confirmation Letter 5. Creating a Contract Rate 6. Saturday, June 1. Requesting a BEO Signature from each department 6. Saturday, June 1. Requesting a BEO Signature from each department 9. Creating a Contract Rate 1. Creating a Banquet Arrangement 1. Requesting a BEO Signature from each department 1. Requesting	1.	Monday, June 03 <sup>rd</sup>	1.Requesting a BEO Signature from each department	Mentor
4. Creating a Contract Rate 5. Creating a Banquet Arrangement  2. Tuesday, June 04th 2024 2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement  3. Wednesday, June 05th 2024 2. Creating a BeO Signature from each department 3. Creating a Confirmation Letter 4. Creating a Confirmation Letter 5. Creating a Banquet Arrangement  4. Thursday, June 06th 2024 4. Creating a Contract Rate 5. Creating a Banquet Arrangement  4. Thursday, June 06th 2024 4. Creating a BeO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Confirmation Letter 4. Creating a Confirmation Letter 5. Creating a Offering Letter 4. Creating a Confirmation Letter 5. Creating a Confirmation Letter 4. Creating a Confirmation Letter 5. Creating a Banquet Arrangement  5. Friday, June 07th 4. Creating a Confirmation Letter 5. Creating a BeO Signature from each department 6. Creating a Confirmation Letter 7. Creating a Confirmation Letter 8. SM) 8. Creating a Confirmation Letter 9. Creating		2024	2.Creating a Confirmation Letter	(Manager
5. Creating a Banquet Arrangement  2. Tuesday, June 04th 1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 5M)  3. Creating a Offering Letter 5M)  4. Creating a BEO Signature from each department 6Mentor 6Sth 2024 1. Requesting a BEO Signature from each department 6Mentor 6Sth 2024 2. Creating a Confirmation Letter 6Mentor 6Mento			3.Creating a Offering Letter	SM)
2. Tuesday, June 04th 2. Creating a BEO Signature from each department 2. Creating a Confirmation Letter 5. M) 4. Creating a Contract Rate 5. Creating a BEO Signature from each department 4. Creating a BEO Signature from each department 5. Creating a Confirmation Letter 6. Creating a Confirmation Letter 7. SM) 4. Creating a Confirmation Letter 8. SM) 4. Creating a Confirmation Letter 8. SM) 4. Creating a Contract Rate 8. Creating a BEO Signature from each department 9. Creating a Contract Rate 9. Creating a BEO Signature from each department 9. Creating a Confirmation Letter 9. Creating a Confirmation Letter 9. SM) 4. Thursday, June 06th 2024 1. Requesting a BEO Signature from each department 9. Creating a Contract Rate 9. Creating a Contract Rate 9. Creating a Banquet Arrangement 9. Creating a Confirmation Letter 9. Creating a Confirmation Letter 9. SM) 5. Friday, June 07th 9. Creating a Confirmation Letter 9. SM) 4. Creating a Contract Rate 9. Creating a Confirmation Letter 9. SM) 6. Saturday, June 1. Requesting a BEO Signature from each department 9. Creating a Contract Rate 9. Creating a Beo Signature from each department 9. Creating a Contract Rate 9. Creating a Beo Signature from each department 9. Creating a Confirmation Letter 9. SM) 6. Saturday, June 1. Requesting a BEO Signature from each department 9. Creating a Confirmation Letter 9. SM) 6. Saturday, June 1. Requesting a Confirmation Letter 9. SM) 7. Creating a Confirmation Letter 9. SM			4.Creating a Contract Rate	
2024 2.Creating a Confirmation Letter 3.Creating a Offering Letter SM)  4.Creating a Contract Rate 5. Creating a Banquet Arrangement Mento 05th 2024 2.Creating a Confirmation Letter (Managesting a Contract Rate 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a Banquet Arrangement Mento 2.Creating a Contract Rate 5. Creating a Banquet Arrangement Mento 2.Creating a Confirmation Letter (Managesting a Confirmation Letter (			5. Creating a Banquet Arrangement	
3. Creating a Offering Letter 4. Creating a Banquet Arrangement  3. Wednesday, June 05th 2024 1. Requesting a BEO Signature from each department 3. Creating a Contract Rate 3. Creating a Contract Rate 4. Creating a Contract Rate 5. Creating a Banquet Arrangement  4. Thursday, June 06th 2024 1. Requesting a BEO Signature from each department 2. Creating a Banquet Arrangement  4. Creating a Confirmation Letter 3. Creating a Confirmation Letter 3. Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a Banquet Arrangement  5. Friday, June 07th 2024 2. Creating a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Confirmation Letter 3. Creating a Confirmation Letter 4. Creating a Contract Rate 5. Creating a Confirmation Letter 5. Creating a Banquet Arrangement  6. Saturday, June 08th 2024 1. Requesting a BEO Signature from each department 2. Creating a Banquet Arrangement 1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter 5. Creating a Confirmation Letter 3. Creating a Offering Letter 5. Creating a Confirmation Letter 5. Creating a Offering Letter	2.	Tuesday, June 04th	1.Requesting a BEO Signature from each department	Mentor
4. Creating a Banquet Arrangement  3. Wednesday, June 05th 2024 1.Requesting a BEO Signature from each department 3. Creating a Confirmation Letter 4. Creating a Contract Rate 5. Creating a Banquet Arrangement  4. Thursday, June 06th 2024 1.Requesting a BEO Signature from each department 2.Creating a Contract Rate 5. Creating a Beo Signature from each department 2.Creating a Confirmation Letter 3.Creating a Confirmation Letter 3.Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a Beo Signature from each department 4. Creating a Contract Rate 5. Creating a Beo Signature from each department 4. Creating a Confirmation Letter 3.Creating a Confirmation Letter 4.Creating a Confirmation Letter 5. Creating a Confirmation Letter 6. Saturday, June 1.Requesting a Beo Signature from each department 4. Creating a Contract Rate 5. Creating a Confirmation Letter 5. Creating a Beo Signature from each department 6. Saturday, June 1.Requesting a Beo Signature from each department 2.Creating a Confirmation Letter 3.Creating a Goffering Letter 5. Creating a Goffering Letter 6. Saturday, June 7. Saturday, June 8. Saturday, June 9. Saturday, June 9. Creating a Confirmation Letter 9. Saturday, June 9. Saturday, June 9. Creating a Confirmation Letter 9. Saturday, June 9. Saturday, June 9. Creating a Confirmation Letter 9. Saturday, June 9. Saturday		2024	2.Creating a Confirmation Letter	(Manager
5. Creating a Banquet Arrangement  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 BEO Signature from each department  4. Thursday, June 06th 2024  1. Requesting a BEO Signature from each department  2. Creating a Confirmation Letter  3. Creating a Confirmation Letter  4. Creating a Contract Rate  5. Creating a Contract Rate  5. Creating a Banquet Arrangement  5. Friday, June 07th  2024  2. Creating a BEO Signature from each department  2. Creating a BeD Signature from each department  3. Creating a Confirmation Letter  4. Creating a Confirmation Letter  5. Creating a Confirmation Letter  5. Creating a Confirmation Letter  6. Saturday, June  1. Requesting a BEO Signature from each department  6. Saturday, June  1. Requesting a BeO Signature from each department  4. Creating a Banquet Arrangement  6. Saturday, June  1. Requesting a BEO Signature from each department  2. Creating a Confirmation Letter  3. Creating a BeD Signature from each department  4. Creating a Confirmation Letter  5. Creating a BeD Signature from each department  6. Saturday, June  1. Requesting a BEO Signature from each department  4. Creating a Confirmation Letter  5. Creating a Confirmation Letter  6. Saturday, June  1. Requesting a BEO Signature from each department  1. Requesting a BEO Signature from each department  2. Creating a Confirmation Letter  3. Creating a Confirmation Letter  5. Creating a Confirmation Letter  6. Saturday, June			3.Creating a Offering Letter	SM)
3. Wednesday, June 05th 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 BEO Signature from each department 2.Creating a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement 5. Friday, June 07th 2024 1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Confirmation Letter 3.Creating a Confirmation Letter 4.Creating a Confirmation Letter 5.Creating a Contract Rate 5.Creating a Contract Rate 5.Creating a Contract Rate 5.Creating a Banquet Arrangement 4.Creating a Contract Rate 5.Creating a Banquet Arrangement 5.Creating a Contract Rate 5.Creating a Banquet Arrangement 4.Creating a Confirmation Letter 5.Creating a Confirmation Letter 5.Creating a Confirmation Letter 6.Creating a Confirmation Letter 7.Creating a Confirmation Letter 8.Creating a Confirmation Letter 9.Creating a Confirmation Le			4.Creating a Contract Rate	
2. Creating a Confirmation Letter 3. Creating a Offering Letter 4. Creating a Banquet Arrangement  4. Thursday, June 06th 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 Contract Rate 5. Creating a Contract Rate 5. Creating a BEO Signature from each department 4. Creating a BEO Signature from each department 5. Friday, June 07th 2. Creating a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Confirmation Letter 4. Creating a Contract Rate 5. Creating a BEO Signature from each department 6. Saturday, June 1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Confirmation Letter 3. Creating a Confirmation Letter 5. Creating a Confirmation Letter 5. Creating a Confirmation Letter 5. Creating a Confirmation Letter 6. Saturday, June 7. Saturday, June 8. Saturday, June 9. Sat			5. Creating a Banquet Arrangement	
3. Creating a Offering Letter 4. Creating a Banquet Arrangement  4. Thursday, June 06th 2024 1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a Banquet Arrangement  5. Friday, June 07th 1. Requesting a BEO Signature from each department 2. Creating a Banquet Arrangement  5. Friday, June 07th 2024 2. Creating a Confirmation Letter 3. Creating a Confirmation Letter 4. Creating a Offering Letter 5. Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a Banquet Arrangement  6. Saturday, June 08th 2024 1. Requesting a BEO Signature from each department 08th 2024 2. Creating a Confirmation Letter 3. Creating a Confirmation Letter 3. Creating a Confirmation Letter 5. Creating a Confirmation Letter 7. Management 8. Saturday, June 1. Requesting a BEO Signature from each department 8. Saturday, June 9. Creating a Confirmation Letter 9. Saturday, June	3.	Wednesday, June	1.Requesting a BEO Signature from each department	Mentor
4. Creating a Contract Rate 5. Creating a Banquet Arrangement  4. Thursday, June 06th 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  5. Friday, June 07th 2024  1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Confirmation Letter 4. Creating a Offering Letter 5. Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a Banquet Arrangement  6. Saturday, June 08th 2024  1. Requesting a BEO Signature from each department 2. Creating a Confirmation Letter 3. Creating a Offering Letter		05 <sup>th</sup> 2024	2.Creating a Confirmation Letter	(Manager
5. Creating a Banquet Arrangement  4. Thursday, June 06th 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  5. Friday, June 07th 2024  1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a Banquet Arrangement  6. Saturday, June 1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Confirmation Letter 3.Creating a Goffering Letter 5. Creating a BeO Signature from each department 4.Creating a Confirmation Letter 3.Creating a Confirmation Letter 3.Creating a Confirmation Letter 3.Creating a Offering Letter 5. Saturday, June 6. Saturday, June 7. Saturday, June 7. Saturday, June 7. Saturday, June 8. Saturday, June 9.			3.Creating a Offering Letter	SM)
4. Thursday, June 06th 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  1.Requesting a BEO Signature from each department 2024  2.Creating a Confirmation Letter 3.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a BeD Signature from each department 4.Creating a Contract Rate 5. Creating a BeD Signature from each department 4.Creating a Contract Rate 5. Creating a BeD Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Offering Letter 5. Saturday, June 08th 2024 2.Creating a Offering Letter 3.Creating a Offering Letter 3.Creating a Offering Letter 5. Saturday			4.Creating a Contract Rate	
2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement  5. Friday, June 07th 2024 2.Creating a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a BEO Signature from each department 4.Creating a Contract Rate 5. Creating a Banquet Arrangement  6. Saturday, June 08th 2024 1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter SM)			5. Creating a Banquet Arrangement	
3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement  1.Requesting a BEO Signature from each department 2024 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Contract Rate 5. Creating a Banquet Arrangement  6. Saturday, June 1.Requesting a BEO Signature from each department 2.Creating a Contract Rate 5. Creating a Banquet Arrangement  2.Creating a Confirmation Letter 3.Creating a Offering Letter  3.Creating a Offering Letter  5. Saturday, June 1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter  5. Saturday, June	4.	Thursday, June 06th 2024	1.Requesting a BEO Signature from each department	Mentor
4.Creating a Contract Rate 5. Creating a Banquet Arrangement  1.Requesting a BEO Signature from each department 2024 2.Creating a Confirmation Letter 3.Creating a Offering Letter 4.Creating a Contract Rate 5. Creating a Banquet Arrangement  6. Saturday, June 08th 2024 1.Requesting a BEO Signature from each department 2.Creating a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Confirmation Letter 3.Creating a Offering Letter 5.Creating a Confirmation Letter 5.Creating a Confirmation Letter 6.Saturday, June 7.Creating a Confirmation Letter 8.M)			2.Creating a Confirmation Letter	(Manager
5. Creating a Banquet Arrangement  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  6. Saturday, June  08th 2024  1. Requesting a BEO Signature from each department  2. Creating a BEO Signature from each department  2. Creating a Confirmation Letter  3. Creating a Confirmation Letter  3. Creating a Offering Letter  5. Management			3.Creating a Offering Letter	SM)
5. Friday, June 07th 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 6. Saturday, June 1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Confirmation Letter 3.Creating a Confirmation Letter 3.Creating a Offering Letter SM)			4.Creating a Contract Rate	
2024  2.Creating a Confirmation Letter  3.Creating a Offering Letter  4.Creating a Contract Rate  5. Creating a Banquet Arrangement  6. Saturday, June  08th 2024  1.Requesting a BEO Signature from each department  2.Creating a Confirmation Letter  3.Creating a Offering Letter  SM)			5. Creating a Banquet Arrangement	
3. Creating a Contract Rate  4. Creating a Contract Rate  5. Creating a Banquet Arrangement  6. Saturday, June  1. Requesting a BEO Signature from each department  2. Creating a Confirmation Letter  3. Creating a Offering Letter  SM)	5.	Friday, June 07 <sup>th</sup>	1.Requesting a BEO Signature from each department	Mentor
4.Creating a Contract Rate 5. Creating a Banquet Arrangement 6. Saturday, June 1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter (Management 3.Creating a Offering Letter SM)		2024	2.Creating a Confirmation Letter	(Manager
5. Creating a Banquet Arrangement  1. Requesting a BEO Signature from each department Mentor (Management)  2. Creating a Confirmation Letter (Management)  3. Creating a Offering Letter SM)			3.Creating a Offering Letter	SM)
6. Saturday, June 1.Requesting a BEO Signature from each department 2.Creating a Confirmation Letter 3.Creating a Offering Letter SM)			4.Creating a Contract Rate	
2.Creating a Confirmation Letter (Manag 3.Creating a Offering Letter SM)			5. Creating a Banquet Arrangement	
3.Creating a Offering Letter SM)	6.	Saturday, June	1.Requesting a BEO Signature from each department	Mentor
		08 <sup>th</sup> 2024	2.Creating a Confirmation Letter	(Manager
4.Creating a Contract Rate			3.Creating a Offering Letter	SM)
			4.Creating a Contract Rate	
5. Creating a Banquet Arrangement			5. Creating a Banquet Arrangement	

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

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

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

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

Table 3. 31 Daily Activities of June, 24<sup>th</sup> 2024 to June 29<sup>th</sup> 2024

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

## 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.

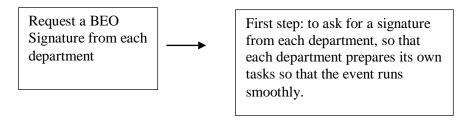


Figure 3.1 the author's work procedure to request the BEO's signature

## 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.

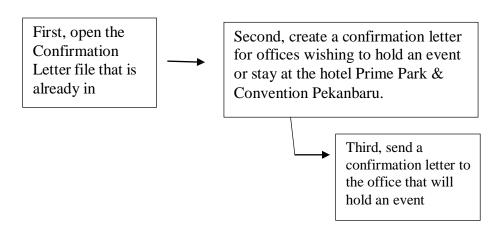


Figure 3.2 the work procedure that the author does to record the Confirmation Letter

## 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.

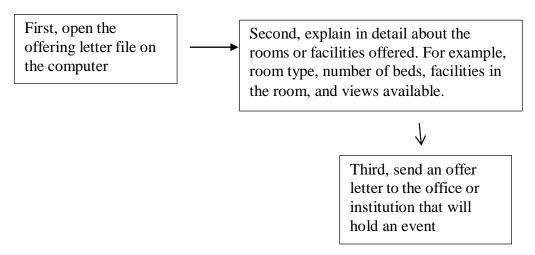


Figure 3. 3 Work procedures that author perform to helping recap cash flow

#### 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.

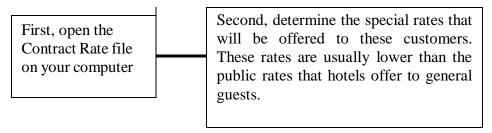


Figure 3.4 The work procedure that the author carried out in creating the Contract Rate

## 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.

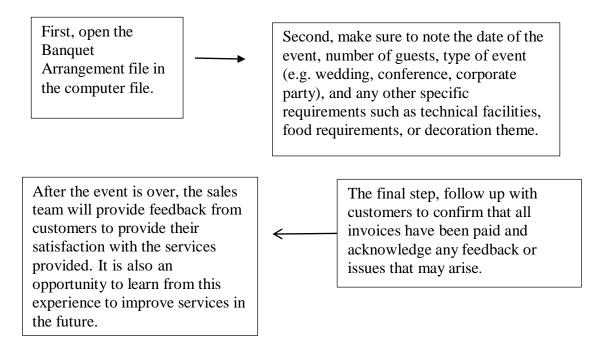


Figure 3.5 The work procedure to make the Banquet Arrangement

## 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:

- 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.
- 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. Accesed from https://primepark-pekanbaru.co.id., on July 06<sup>th</sup>,2024.

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

## **APPENDICES**

## **Appendixs 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,

CS

PRIME PARK

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.ld Website: www.primepark-pekanbaru.co.ld

## Appendixs 2 Appreticenship 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.

Maulana Nicko Raharjo General Manager

Hormat kami,

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

## **Appendixs 3 Certificated of Apprenticeship**



# CERTIFICATE OF COMPLETION

this is to certify that

# YULIAN SYAFITRI

HAS SUCCESSFULLY COMPLETED

## SALES & MARKETING DEPARTMENT

Since 1 March 2024 until 30 June 2024

at PRIME PARK Hotel & Convention Pekanbaru

Pekanbaru,1 July 2024



Maulana Nico Raharjo General Manager



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

NAMA JURUSAN

: YULIAN SYAFITRI : BAHASA

UNIVERSITAS

: POLITEKNIK NEGERI BENGKALIS

		NILAI (SALES DEPT )	
NO	MATERI YANG DINILAI		
		ANGKA	HURUF
SPEK KEPI	RIBADIAN/ NON TEKNIS		Market H
1	Disiplin	90	Α
2	Kerjasama/ hubungan dengan teman	95	Α
3	Kerjasama/ hubungan dengan tamu	90	Α
4	Kerjasama/ hubangan dengan atasan	90	Α
5	Inisiatif dan kreatifitas	90	Α
6	Kerajinan	90	Α
7	Tanggung jawab	90	Α
8	Sikap dan prilaku	90	Α
9	Penampilan	90	Α
10	Kejujuran	90	Α
11	Kebersihan	90	Α
	JUMLAH/TOTAL	995	
	RATA-RATA	90.45	Α
ASPEK KEIL	MUAN		
1	Pengetahuan kerja	80	В
2	Langkah/ prosedur kerja	90	Α
3	Kualitas kerja	85	В
4	Kuantitas kerja	85	В
And a little state	JUMLAH/TOTAL	340	-
	RATA-RATA	85.00	В

KETERANGAN		Control of Gilleria San	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,

Reflana Limbong (Sales Manager)

Wiwit Robiyanto
( Assistant Human Resource Manager )

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

## **Appendixs 5 List of Attendanc**

## DAFTAR ABSENSI MAHASISWA KERJA PRAKTIK

Nama

NIM

Prodi

Perguruan Tinggi

: Yulian Syafitri : 5203211154 : D3 Bahasa Inggris : Politeknik Negeri Bengkalis

No.	Pa Pa		raf	Keterangan	
No	Hari, Tanggal	Mahasiswa	Pemb. KP	Keterangan	
ľ	Jumat, 01 Maret 2024	TO THE PARTY OF	P	<b>经期间,不是国际</b>	
2	Sabtu, 02 Maret 2024		124		
3	Minggu, 03 Maret 2024		1 R4	off lay	
4	Senin, 04 Maret 2024		21		
5	Selasa, 05 Maret 2024	沙 经现金分配证据	134		
6	Rabu, 06 Maret 2024		14	Comment of the	
7	Kamis, 07 Maret 2024		R		
8	Jumat, 08 Maret 2024	F WALKERS	14		
9	Sabtu, 09 Maret 2024		P4		
10 ·	Minggu, 10 Maret 2024		600	off day	
11	Senin, 11 Maret 2024		7. 7129,513.5	Myepi day	
12	Selasa, 12 Maret 2024.		RA		
13	Rabu, 13 Maret 2024		TRE		
14	Kamis, 14 Maret 2024		RI		
15	Jumat, 15 Maret 2024		7 24		
16	Sabtu, 16 Maret 2024		20		
17	Minggu, 17 Maret 2024		1 P4	off day	
18	Senin, 18 Maret 2024		R		
19	Selasa, 19 Maret 2024		2		
20 ·	Rabu, 20 Maret 2024		TR		
21	Kamis, 21 Maret 2024		R4 1		
22	Jumat, 22 Maret 2024		R		
23	Sabtu, 23 Maret 2024		124		
24-	Minggu, 24 Maret 2024			off day	
25	Senin, 25 Maret 2024		14		
26	Selasa, 26 Maret 2024		P4		
27	Rabu, 27 Maret 2024		Pa		
28	Kamis, 28 Maret 2024		R		
29	Jumat, 29 Maret 2024	- 1		Good friday	
30	Sabtu, 30 Maret 2024	A Control of	7/a		
31	Minggu, 31 Maret 2024			off day	
32	Senin, 01 April 2024		P4		
33	Selasa, 02 April 2024		RK '		
34	Rabu, 03 April 2024		14		
35	Kamis, 04 April 2024		Re		
36	Jumat, 05 April 2024		R		
37	Sabtu, 06 April 2024		14	men variable.	
38	Minggu, 07 April 2024	27 700 S	1-8	Off day	

39	Senin, 08 April 2024	The second second	12.	
40	Selasa, 09 April 2024	7	14	Sid on the first State
41	Rabu, 10 April 2024	////2	- 4	cuty lebaran
42	Kamis, 11 April 2024	-		EIR AL-AIR 1995 11
43	Jumat, 12 April 2024	-	-	EID AL-THIN 1995 1
44	Sabtu, 13 April 2024		14	
45	Minggu, 14 April 2024	Charles Ministry	14	Party Camping Party Comment
46	Senin, 15 April 2024		-	off day
47	Selasa, 16 April 2024	7,000 000 000	4	Martin Martin State of the Control o
48	Rabu, 17 April 2024		10.14	Bud draw street
49	Kamis, 18 April 2024		14	define a part on the
50	Jumat, 19 April 2024		R	William House the Park to the
51	Sabtu, 20 April 2024		K	THE SECTION
52	Minggu, 21 April 2024		14	William reserve
53	Senin, 22 April 2024	-	-	off day
54	Selasa, 23 April 2024		14	*
55	Rabu, 24 April 2024		R	<b>建筑投资的是一个人</b>
56	Kamis, 25 April 2024		P. P.	Standard Standard Co.
57	Jumpt 26 April 2024	Bir Callerin	M	And the second s
58 .	Jumat, 26 April 2024		P. P.	
59	Sabtu, 27 April 2024		R	The second secon
60	Minggu, 28 April 2024		A TANK THE PARTY OF	off day
61	Senin, 29 April 2024		14	THE PARTY OF THE PARTY.
62	Selasa, 30 April 2024		184	AND THE RESERVE OF THE PARTY OF
63	Rabu, 01 Mei 2024			Labour Day
64	Kamis, 02 Mei 2024		4	SECURE CONTRACTOR OF THE SECURE OF THE SECUR
65	Jumat, 03 Mei 2024		1 14	MARKET SET SHEET SHE
	Sabtu, 04 Mei 2024	No. of the last of	Re	The second second
66 `	Minggu, 05 Mei 2024		1-	off Jay
67	Senin, 06 Mei 2024	1 - 4		Savat
68	Selasa, 07 Mei 2024 ·			sakit
69	Rabu, 08 Mei 2024		R	100 mm - 100 mm - 100 mm -
70	Kamis, 09 Mei 2024	-		Ascencion Day
71	Jumat, 10 Mei 2024		Q.	
72	Sabtu, 11 Mei 2024	E Western	8	
73	Minggu, 12 Mei 2024		1 -	Off day
74	Senin, 13 Mei 2024		R	No California ( America
75	Selasa, 14 Mei 2024		2	el el ser signification de la se
76 .	Rabu, 15 Mei 2024		17 84.	
77	Kamis, 16 Mei 2024	To the second	Rel	E TO THE RESIDENCE OF THE PARTY.
78	Jumat, 17 Mei 2024		R	
79	Sabtu, 18 Mei 2024		R	Part Committee Committee of the Committe
80	Minggu, 19 Mei 2024	Kesik	1	off day
81	Senin, 20 Mei 2024		Ru	A STEEL
82	Selasa, 21 Mei 2024	**************************************	RA	
83	Rabu, 22 Mei 2024	The second	fe 14	per transmitted of some a
84 .	Kamis, 23 Mei 2024	-	- 1	Vesar day
85	Jumat, 24 Mei 2024	100000	- A-1	Berduka
86	Sabtu, 25 Mei 2024	The late of the late of	Ph	Del onto
87	Minggu, 26 Mei 2024		_17	off Day
88	Senin, 27 Mei 2024	Christian Inc.	R	017 049

89	Selasa, 28 Mei 2024	Like William	14.	
90	Rabu, 29 Mei 2024	The Marie Co	· fa	A STATE OF THE STATE OF THE STATE OF
91	Kamis, 30 Mei 2024	GROSSES.	R4	
92	Jumat, 31 Mei 2024	TO THE PARTY.	R4	Manufacture Control
93	Sabtu, 01 Juni 2024	Elity = Reco		Pancasin day
94	Minggu, 02 Juni 2024			off day
95	Senin, 03 Juni 2024	TYSE STATE	R	PROFIT PLOTE SAFETY
96	Selasa, 04 Juni 2024	N. Marie (State)	R	· 在他的特别一个公司在1976年
97 .	Rabu, 05 Juni 2024		RA	Removation of the same of the
98	Kamis, 06 Juni 2024	Parties President	R	Statement of the state of the
99	Jumat, 07 Juni 2024	STEWN CONTRACTOR	l Qu	and the second of the second
100	Sabtu, 08 Juni 2024		17 Ru	The second secon
101	Minggu, 09 Juni 2024	m prestrate	- 1	off day
102	Senin, 10 Juni 2024		RA	The second second
103	Selasa, 11 Juni 2024	TO BE EVEN	17 Pa	Comment of the Comment
104	Rabu, 12 Juni 2024	CETAL WEB	R	PROPERTY OF THE
105	Kamis, 13 Juni 2024	Elements of	RA	Mariney Land Control
106	Jumat, 14 Juni 2024	St. Charles A	Rg.	
107	Sabtu, 15 Juni 2024 ·	The second	PA	
108	Minggu, 16 Juni 2024			off day
109	Senin, 17 Juni 2024		# Emple - Limited	EID AL-ADA 1995H
110	Selasa, 18 Juni 2024	The same to	<b>R</b> 4	THE SHOP WITH THE PARTY OF THE PARTY.
111	Rabu, 19 Juni 2024	277380	R	STEEL ST
112	Kamis, 20 Juni 2024	CARONES IN	PK 1	
113	Jumat, 21 Juni 2024	-	The same series	Sarit
114	Sabtu, 22 Juni 2024	FERRE	R	
115 .	Minggu, 23 Juni 2024	77.80 <del>-</del> 18.43	L -	off day
116	Senin, 24 Juni 2024	A	PA	
117	Selasa, 25 Juni 2024	CONTRACTOR OF THE PARTY OF THE	1 A	
118	Rabu, 26 Juni 2024	Series de la company	R	
119	Kamis, 27 Juni 2024	The section is	1 14	
120	Jumat, 28 Juni 2024		RA	Control of the Contro
121	Sabtu, 29 Juni 2024		PA	Company of the particular of t

Pekanbaru, 29 Juni 2024 Pembimbing

Refiana Limbong

Sales Manager

## **Appendixs 6 Daily Activities Apprenticeship**

# DAILY ACTIVITIES APPRENTICESHIP

DAY: SATURDAY

DATE: MARCH, 2<sup>nd</sup> 2024

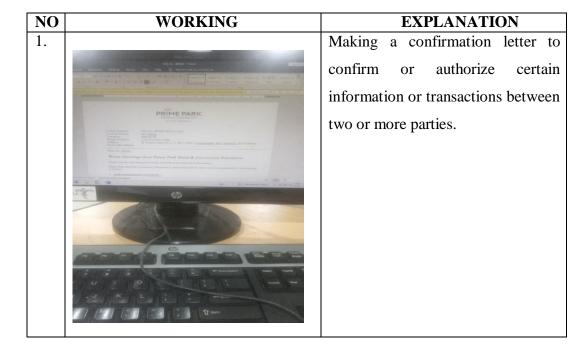
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
	Requesting a BEO Signature from     each department     Making a Confirmation Letter	Refiana Limbong	Pos
	Note:		

NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from
	The second secon	each department, to help ensure
		everything is outlined and approved
	April 2009 tops	by the venue and event planner.

DAY: SATURDAY

DATE: MARCH, 4th 2024

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



DAY: TUESDAY

DATE: MARCH, 5<sup>th</sup> 2024

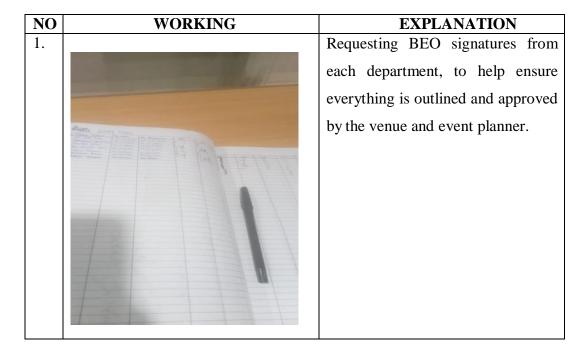
NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1. Requesting a BEO Signature from	Refiana Limbong	
	each department		Pos
	2. Making a Confirmation Letter		
	Note:		

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

DAY: WEDNESDAY

DATE: MARCH, 6<sup>th</sup> 2024

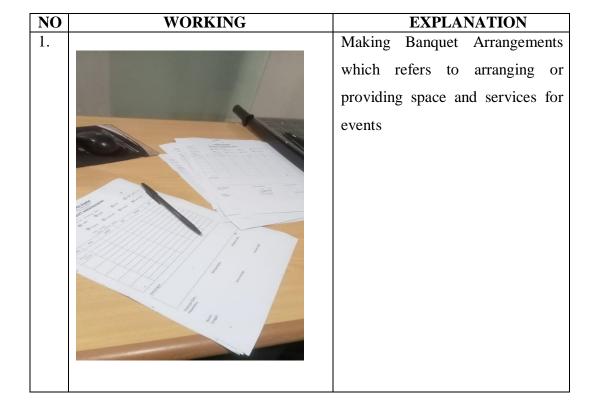
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	Requesting a BEO Signature from each department     Making a Confirmation Letter	Refiana Limbong	Pos
	Note:		



DAY: THURSDAY

DATE: MARCH, 7<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
	<ol> <li>Requesting a BEO Signature from each department</li> <li>Making a Confirmation Letter</li> <li>Making a offering letter</li> </ol>	Refiana Limbong	Pos
	Note:		



DAY: FRIDAY

DATE: MARCH, 8th 2024

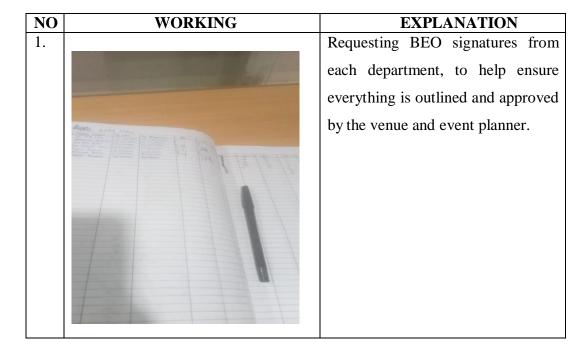
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	Requesting a BEO Signature from     each department     Making a Confirmation Letter	Refiana Limbong	Pos
	Note:		

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

DAY: SATURDAY

DATE: MARCH, 9th 2024

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



DAY: TUESDAY

DATE: MARCH, 12<sup>th</sup> 2024

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

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

DAY: WEDNESDAY

DATE: MARCH, 13th 2024

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

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

DAY: THURSDAY

DATE: MARCH, 14<sup>th</sup> 2024

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

DAY: FRIDAY

DATE: MARCH, 15<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1. Requesting a BEO Signature from	Refiana Limbong	22.00
	each department		Pos
	2. Making a Confirmation Letter		
	Note:		

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

DAY: SATURDAY

DATE: MARCH, 16<sup>th</sup> 2024

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

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

DAY: MONDAY

DATE: MARCH, 18th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
	<ol> <li>Requesting a BEO Signature from each department</li> <li>Making a Confirmation Letter</li> </ol>	Refiana Limbong	Pos
	Note:		

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

DAY: SATURDAY

DATE: MARCH, 19th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
	<ol> <li>Making a Offering Letter</li> <li>Making a Contract Rate</li> <li>Making a Banquet Arrangement</li> </ol>	Refiana Limbong	Pos
	Note:		

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

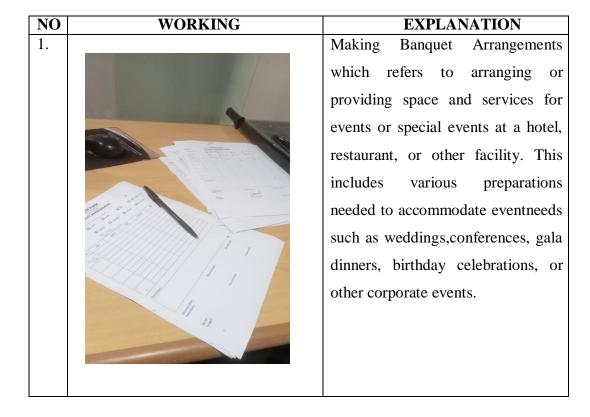
## **DAILY ACTIVITIES**

## **APPRENTICESHIP**

DAY: WEDNESDAY

DATE: MARCH, 20th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		0
	3. Making a Banquet Arrangement		100
	Note:		



DAY: THURSDAY

DATE: MARCH, 21<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
	1. Making a Offering Letter	Refiana Limbong	0
	2. Making a Contract Rate		(00)
	3. Making a Banquet Arrangement		
	Note:		

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

DAY: FRIDAY

DATE: MARCH, 22th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	<ol> <li>Making a Offering Letter</li> <li>Making a Contract Rate</li> </ol>	Refiana Limbong	P
	3. Making a Banquet Arrangement		
	Note:		

# NO WORKING 1. Making contract rates that areoffered 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.

DAY: SATURDAY

DATE: MARCH, 23<sup>rd</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	Making a Offering Letter	Refiana Limbong	)
	2. Making a Contract Rate		(00)
	3. Making a Banquet Arrangement		
	Note:		

NO	WORKING	EXPLANATION					
1.		Making	an	offer	letter	for	an
		institutio	n tha	t will	hold an	even	t at
	PRICE PAIX  When the second se	the hotel.					

DAY: MONDAY

DATE: MARCH, 25<sup>th</sup> 2024

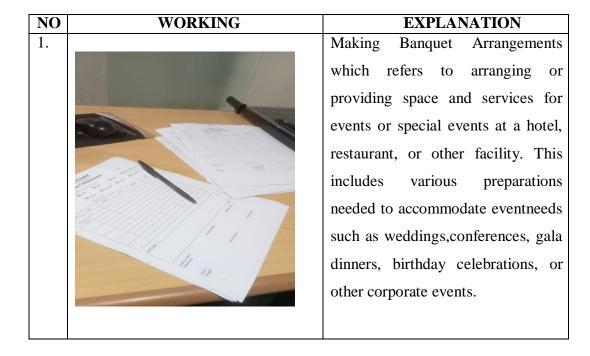
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	<ol> <li>Showing the Room</li> <li>Folding brochure</li> <li>Making a Banquet Arrangement</li> </ol>	Refiana Limbong	Ross
	Note:		

NO	WORKING	EXPLANATION
1.		Folding brochures to be distributed
	THE STREET AND ADDRESS OF THE STREET AND ADD	to offices in Pekanbaru city.

DAY: TUESDAY

DATE: MARCH, 26th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	Note:		



DAY: WEDNESDAY

DATE: MARCH, 27th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

# 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 evenlong-term bookings by companies for business travel needs.

DAY: THURSDAY

DATE: MARCH, 28th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

NO	W(	ORKING		EXPLA	NATION	
1.			Proce	essing BEO crea	tion to ensure	that
		David Co.	all	departments	involved	in
		Codected Virend - Wastel Tell risk other processor for dis- sit Extended Virend   International Statement   International Virend   International Statement   International Virend   International Statement   International Virend	imple	ementing the ev	ent have accu	rate
	ACCUMENTAL STATE OF THE STATE O	WEARING TAKES IN FOR CONTROL AND THE STATES  WE AND PERFORM DESCRIPTION OF THE STATES  WE AND PERFORM DESCRIPTION OF THE STATES  WAS AND PERFORMANCE DESCRIPTION OF THE STATES  WAS AND PERFORMANCE D	and c	complete informa	ition.	

DAY: SATURDAY

DATE: MARCH, 30<sup>rd</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	<ol> <li>Making a Offering Letter</li> <li>Making a Contract Rate</li> </ol>	Refiana Limbong	200
	3. Making a Banquet Arrangement  Note:		

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

DAY: MONDAY

DATE: APRIL, 01st 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	Making a Offering Letter	Refiana Limbong	)
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from
	12/20/	each department, to help ensure
	Aprile areas see	everything is outlined and approved
	The same of the sa	by the venue and event planner.

DAY: TUESDAY

DATE: APRIL, 02<sup>nd</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	)
	2. Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	Note:		

#### NO **EXPLANATION** WORKING 1. Making Banquet Arrangements which refers to arranging 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.

DAY: WEDNESDAY

DATE: APRIL, 03rd 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		(00)
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	Note:		

NO	W	ORKING		EXPLA	NATION	
1.			Proce	essing BEO creat	tion to ensure	that
	-	David Co.	all	departments	involved	in
	EAST CERTAIN DESCRIPTION OF HEAD OF THE PROPERTY OF THE PROPER	Profession (Venu) - Wheel  Tell risk school years made for day  Continued Continued (Continued Continued Cont	imple	ementing the evo	ent have accu	ırate
	TOTAL DESCRIPTION OF THE PROPERTY OF THE PROPE	THE ASSESSMENT OF CONCRETE LINES THE WINDOW CONTROL OF CONCRETE AND ADDRESS OF	and c	complete informa	tion.	

DAY: THURSDAY

DATE: APRIL, 04th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

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

DAY: FRIDAY

DATE: APRIL, 05th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

# The second of time include corporate groups holding conferences, large events such as weddings, tour groups, or evenlong-term bookings by companies for business travel needs.

DAY: SATURDAY

DATE: APRIL, 06<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

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

DAY: MONDAY

DATE: APRIL, 08th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

# 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.

DAY: FRIDAY

DATE: APRIL, 12<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

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

DAY: SATURDAY

DATE: APRIL, 13th 2024

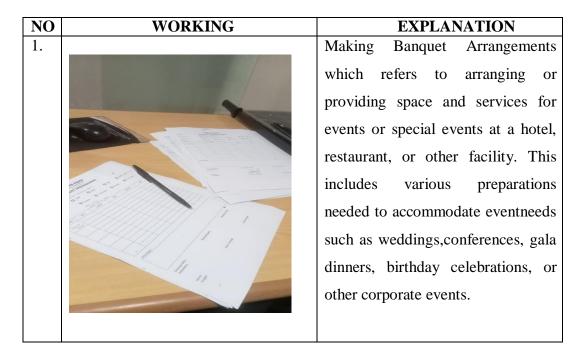
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

# NO WORKING 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 evenlong-term bookings by companies for business travel needs.

DAY: MONDAY

DATE: APRIL, 15th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		



DAY: TUESDAY

DATE: APRIL, 16<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

NO	W	ORKING			EXPLANA	ATION	
1.			Proc	essin	ng BEO creat	tion to ens	sure
	-	Sand Street	that	all	departments	involved	in
		Producted Vision 1 - Vision 2 Tell and in had you maked to also your Evaluation Vision 1 - Evaluation (alternative) Tell and Lendy with Free other with processing Delive trades () - GREQU	imple	emen	ting the event	have accu	rate
	TABLE TEXAS  TOTAL AND THE COLOR OF THE COLO	TOTAL TOTAL OF THE CONTROL THE WINDS  PERSON TOTAL OF THE CONTROL THE WINDS  CONTROL TOTAL OF THE CONTROL THE WINDS  PLACE THE WINDS AND THE WINDS AND THE WINDS  PLACE THE WINDS AND THE WINDS AND THE WINDS AND THE WINDS  PLACE THE WINDS AND	and o	comp	lete informatio	n.	

DAY: WEDNESDAY

DATE: APRIL, 17<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

NO	W	ORKING	EXPLANATION
1.	BALL CEROAS (	THE CONTROL OF THE CO	EXPLANATION  Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.
	-	CONTROL OF THE CONTRO	

DAY: THURSDAY

DATE: APRIL, 18th 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	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.

DAY: FRIDAY

DATE: APRIL, 19<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	<ol> <li>Making a Offering Letter</li> <li>Making a Contract Rate</li> <li>Making a Banquet Arrangement</li> <li>Requesting a BEO Signature from each department</li> <li>Making a Confirmation Letter</li> </ol>	Refiana Limbong	Ross
	Note:		

NO	WORKING	EXPLANATION
1.		Making contract rates that areoffered
		to secure business from large groups
	PRIME PARK	or guests staying for a certain period
	Common control before the designation among a control	of time. This can include corporate
	Temperature Control of the Control o	groups holding
	Tourise Type 1 Total Agent State Sta	conferences, large events such as
		weddings, tour groups, or even long-
		term bookings by companies for
		business travel needs.
	D F G H N M	
	A	

DAY: SATURDAY

DATE: APRIL, 20th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	_
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

NO	WORKING	EXPLANATION
1.		Folding brochures to be distributed
	THE PROPERTY OF THE PROPERTY O	to offices in Pekanbaru city.

DAY: MONDAY

DATE: APRIL, 22<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

NO	W	ORKING	EXPLANATION
1.	BALLCEROAS	CORKING  THE STATE OF THE STATE	Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.
	ANTONIA EMPLOYMENT CHEC 1 SE E A STANDAR MARTINO ROBAL ON SEAR WIR THEY	ACCOUNT OF THE PROPERTY OF THE	

DAY: TUESDAY

DATE: APRIL, 23<sup>rd</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

EXPLANATION
Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

DAY: WEDNESDAY

DATE: APRIL, 24th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

NO	W	ORKING			EXPLANA	ATION	
1.			Proc	essin	ng BEO creat	tion to ens	sure
	-	Section 1	that	all	departments	involved	in
	The second secon	Producted Visual - Wased Tell role what you mand to do Kith Controlled Years   Excelled Editing   This work Keep you'd Flow of earth years on Extra Soute.   Got you	imple	emen	ting the event	have accur	rate
	CONTROL OF THE PROPERTY OF THE	Transaction of the Control of the Co	and c	eomp]	lete informatio	n.	

DAY: THURSDAY

DATE: APRIL, 25<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

NO	WORKING	EXPLANATION
1.		Folding brochures to be distributed
	CHARLES ON THE CONTROL OF THE CONTRO	to offices in Pekanbaru city.

DAY: FRIDAY

DATE: APRIL, 26<sup>th</sup> 2024

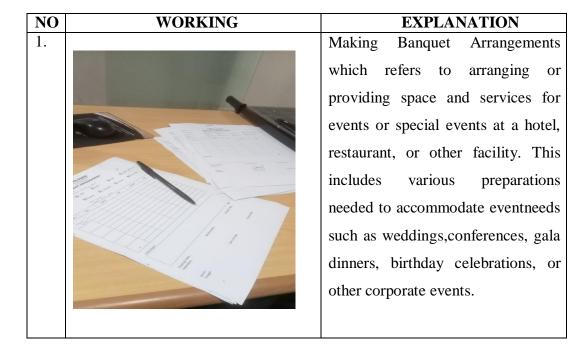
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

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

DAY: SATURDAY

DATE: APRIL, 27th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		



DAY: MONDAY

DATE: APRIL, 29<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

NO	W	ORKING	EXPLANATION
1.	Standings Parson View Halp View And CERCAL STANDING CONTROL OF THE STANDING CO	Proceeded State of Control of Con	EXPLANATION  Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.
	Taxes and the same of the same	TO THE PROPERTY OF THE PROPERT	

DAY: TUESDAY

DATE: APRIL, 30<sup>th</sup> 2024

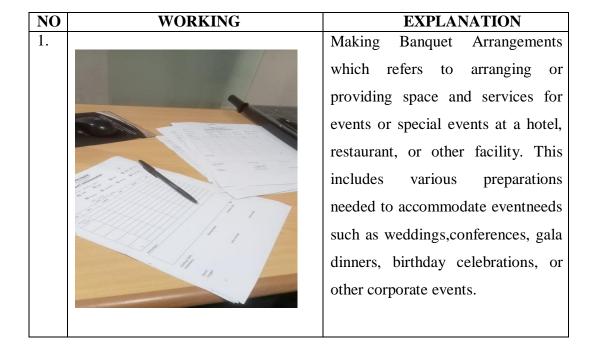
NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

NO	WORKING	EXPLANATION
1.		Requesting BEO signatures from
	1000	each department, to help ensure
		everything is outlined and approved
	The state of the s	by the venue and event planner.

DAY: THURSDAY

DATE: MEI, 02<sup>nd</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		



DAY: FRIDAY

DATE: MEI, 03<sup>rd</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

EXPLANATION
Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

DAY: SATURDAY

DATE: MEI, 04<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1. Making a Offering Letter	Refiana Limbong	
	2. Making a Contract Rate		100
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5. Making a Confirmation Letter		
	Note:		

NO	W	ORKING	EXPLANATION
1.	BAU CEMOAS U	DRKING  PRINCE  PRINCE	EXPLANATION  Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.
		TO ASSESSMENT STREET,	

DAY: WEDNESDAY
DATE: MEI, 08<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1005
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

NO	W	ORKING	EXPLANATION
1.	BAU CEMOAS U	DRKING  PRINCE  PRINCE	EXPLANATION  Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.
		TO ASSESSMENT STREET,	

DAY: FRIDAY

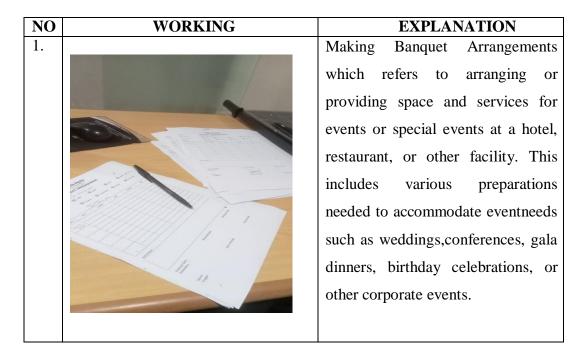
DATE: MEI, 10<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

WORKING	EXPLANATION
	Requesting BEO signatures from
1000	each department, to help ensure
The second second	everything is outlined and approved
The first of the f	by the venue and event planner.

DAY: SATURDAY
DATE: MEI, 11<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		



DAY: MONDAY

DATE: MEI, 13<sup>rd</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

NO	W(	ORKING	EXPLANATION
1.	WORKING  Markings Prime West And Canada State of Control of Contro		EXPLANATION  Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.
		The state of the s	

DAY: TUESDAY

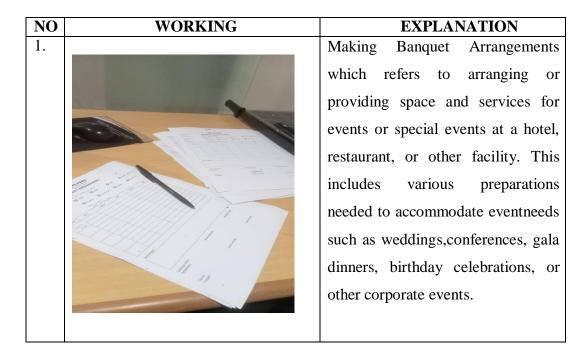
DATE: MEI, 14<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

EXPLANATION
Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

DAY: WEDNESDAY
DATE: MEI, 15<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		



DAY: THURSDAY

DATE: MEI, 16<sup>th</sup> 2024

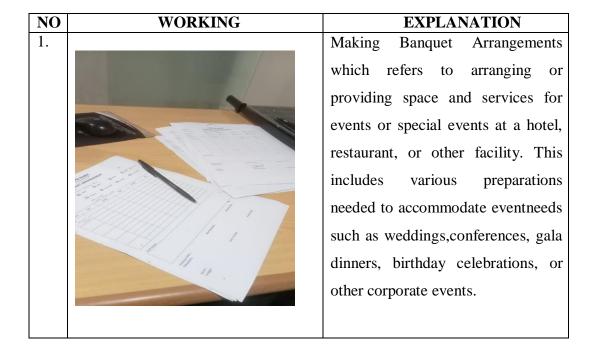
NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		200
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

NO	WORKING			<b>EXPLANATION</b>			
1.				Processing BEO creation to ensure			
	-	Sand Street	that	all	departments	involved	in
		Producted Vision 1 - Vision 2 Tell and in had you maked to also your Evaluation Vision 1 - Evaluation (alternative) Tell and Lendy with Free other with processing Delive trades () - GREQU	imple	emen	ting the event	have accu	rate
	TABLE TEXAS  TOTAL AND THE COLOR OF THE COLO	TOTAL TOTAL OF THE CONTROL THE WINDS  PERSON TOTAL OF THE CONTROL THE WINDS  CONTROL TOTAL OF THE CONTROL THE WINDS  PLACE THE WINDS AND THE WINDS AND THE WINDS  PLACE THE WINDS AND THE WINDS AND THE WINDS AND THE WINDS  PLACE THE WINDS AND	and o	comp	lete informatio	n.	

DAY: FRIDAY

DATE: MEI, 17th 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		



DAY: SATURDAY
DATE: MEI, 18<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

WORKING	EXPLANATION
	Requesting BEO signatures from
1000	each department, to help ensure
	everything is outlined and approved
The part of the last	by the venue and event planner.
	WORKING

DAY: MONDAY

DATE: MEI, 20th 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

NO	W	ORKING	EXPLANATION
1.	BALL CEROAS (	THE CONTROL OF THE CO	EXPLANATION  Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.
	-	ACCOUNTS OF THE CONTROL THE STATE OF THE CONTROL THE C	

DAY: TUESDAY

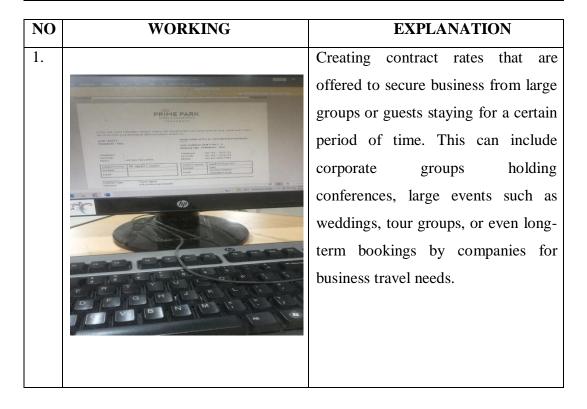
DATE: MEI, 21th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

# NO WORKING 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.

DAY: WEDNESDAY
DATE: MEI, 22<sup>th</sup> 2024

DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
1.Making a Offering Letter	Refiana Limbong	_
2.Making a Contract Rate		200
3. Making a Banquet Arrangement		
4. Requesting a BEO Signature from		
each department		
5.Making a Confirmation Letter		
Note:		
	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	ASISIGNOR  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



DAY: SATURDAY
DATE: MEI, 25<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1005
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

EXPLANATION
Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

DAY: MONDAY

DATE: MEI, 27<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

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

DAY: TUESDAY

DATE: MEI, 28th 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

# This can include corporate groups holding conferences, large events such as weddings, tour groups, or evenlong-term bookings by companies for business travel needs.

DAY: WEDNESDAY
DATE: MEI, 29<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		1005
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

NO	W	ORKING	EXPLANATION
1.	BALL CEROAS (	THE CONTROL OF THE CO	EXPLANATION  Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.
	-	ACCOUNTS OF THE CONTROL THE STATE OF THE CONTROL THE C	

DAY: THURSDAY

DATE: MEI, 30rd 2024

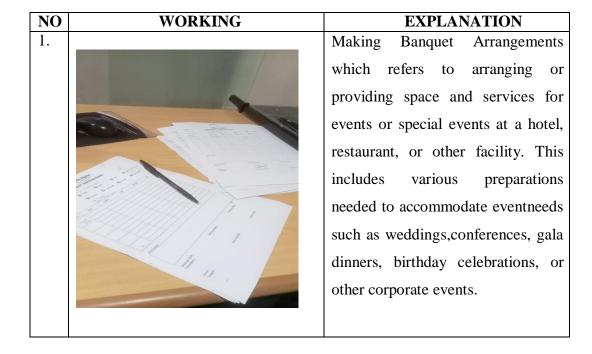
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	0
	2.Making a Contract Rate		1000
	3. Making a Banquet Arrangement		
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

# NO WORKING 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.

DAY: FRIDAY

DATE: MEI, 31th 2024

DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
1.Making a Offering Letter	Refiana Limbong	_
2.Making a Contract Rate		200
3. Making a Banquet Arrangement		
4. Requesting a BEO Signature from		
each department		
5.Making a Confirmation Letter		
Note:		
	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	ASISIGNOR  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



DAY: MONDAY

DATE: JUNI, 03<sup>rd</sup> 2024

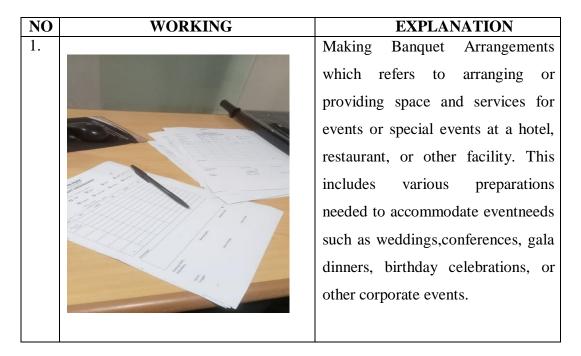
ffering Letter	ASISIGNOR  Defined Limbons	
ffering Letter	Dafiana Limbana	
<b>o</b>	Refiana Limbong	
ontract Rate		00
anquet Arrangement		(00)
a BEO Signature from		
ent		
onfirmation Letter		
	ontract Rate Sanquet Arrangement a BEO Signature from ent confirmation Letter	contract Rate Sanquet Arrangement a BEO Signature from

NO	WORKING	EXPLANATION
1.	April 1997	Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

DAY: TUESDAY

DATE: JUNI, 04th 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		(00)
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		



DAY: WEDNESDAY
DATE: JUNI, 05<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		(00)
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

NO	WORKING	EXPLANATION	
1.	PRINCE PARK  The state of the s	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 evenlong-term bookings by companies for business travel needs.	

DAY: THURSDAY

DATE: JUNI, 06<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		(00)
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	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.

DAY: FRIDAY

DATE: JUNI, 07<sup>th</sup> 2024

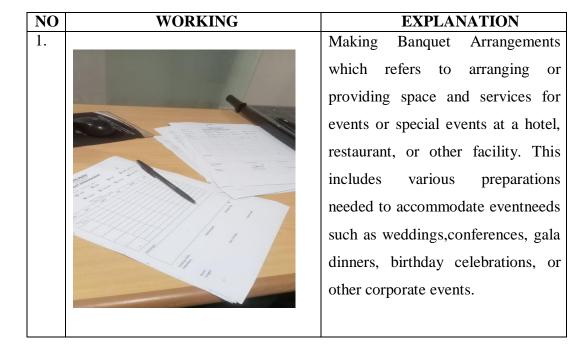
NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		(00)
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

NO	W	ORKING	EXPLANATION
1.	BALCEBOAN	Luci	Processing BEO creation to ensure that all departments involved in
		Tell role what you want to due  LOU-Distriction Vieto.	implementing the event have accurate
	TATE OF STATE OF STAT	PERSON PARTY OF THE CONTROLLED THE PURITY PROGRAM PROG	and complete information.

DAY: SATURDAY

DATE: JUNI, 08th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		(00)
	4. Requesting a BEO Signature from		
	each department		3.7
	5.Making a Confirmation Letter		
	Note:		



DAY: MONDAY

DATE: JUNI, 10<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		(00)
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

EXPLANATION
Requesting BEO signatures from each department, to help ensure everything is outlined and approved by the venue and event planner.

DAY: TUESDAY

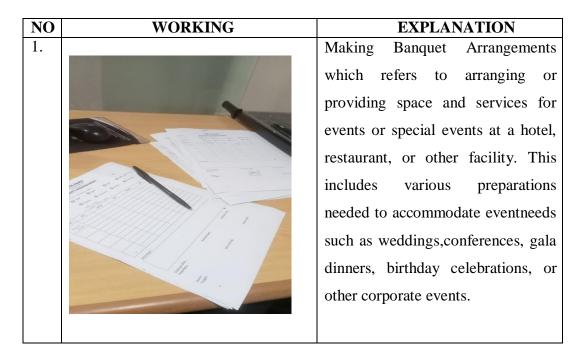
DATE: JUNI, 11th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		100
	4. Requesting a BEO Signature from		100
	each department		
	5.Making a Confirmation Letter		
	Note:		

# 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.

DAY: WEDNESDAY
DATE: JUNI, 12<sup>th</sup> 2024

DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
	ASISIGNOR	
1.Making a Offering Letter	Refiana Limbong	
2.Making a Contract Rate		00
3. Making a Banquet Arrangement		(00)
4. Requesting a BEO Signature from		
each department		
5.Making a Confirmation Letter		
Note:		
	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	ASISIGNOR  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



DAY: THURSDAY

DATE: JUNI, 13<sup>rd</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		(00)
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

NO	W	ORKING	EXPLANATION
1.	WORKING  STATE OF THE PROPERTY		EXPLANATION  Processing BEO creation to ensure that all departments involved in implementing the event have accurate and complete information.
	-	CONTROL OF THE CONTRO	

DAY: FRIDAY

DATE: JUNI, 14<sup>th</sup> 2024

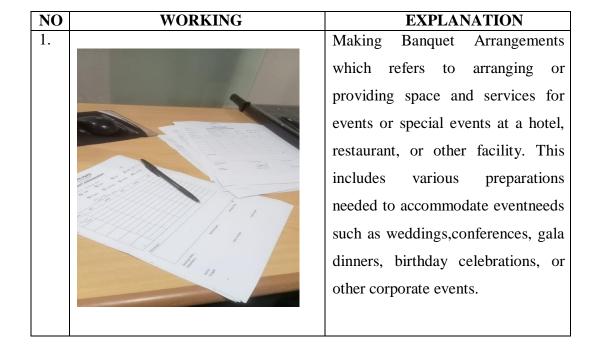
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		(00)
	4. Requesting a BEO Signature from		165
	each department		
	5.Making a Confirmation Letter		
	Note:		

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

DAY: SATURDAY

DATE: JUNI, 15th 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		(00)
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		



DAY: TUESDAY

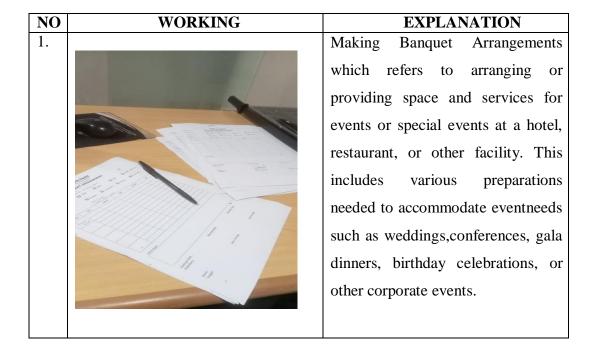
DATE: JUNI, 18th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		(00)
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

# NO WORKING 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.

DAY: WEDNESDAY
DATE: JUNI, 19<sup>th</sup> 2024

DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
	ASISIGNOR	
1.Making a Offering Letter	Refiana Limbong	
2.Making a Contract Rate		00
3. Making a Banquet Arrangement		(00)
4. Requesting a BEO Signature from		
each department		
5.Making a Confirmation Letter		
Note:		
	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	ASISIGNOR  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



DAY: THURSDAY

DATE: JUNI, 20th 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		(00)
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

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

DAY: SATURDAY

DATE: JUNI, 22th 2024

NO	DESCRIPTION OF ACTIVITES	TASK	SIGNATURE
		ASISIGNOR	
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		(00)
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

NO	WORKING		$\mathbf{E}$	XPLANATI	ON	
1.	WORKING	Writing create th	the	Institution		will

DAY: MONDAY

DATE: JUNI, 24th 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		(00)
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	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,
	19/2////	restaurant, or other facility. This
		includes various preparations needed
		to accommodate event needs such as
		weddings, conferences, gala dinners,
	11	birthday celebrations, or other
		corporate events.

DAY: TUESDAY

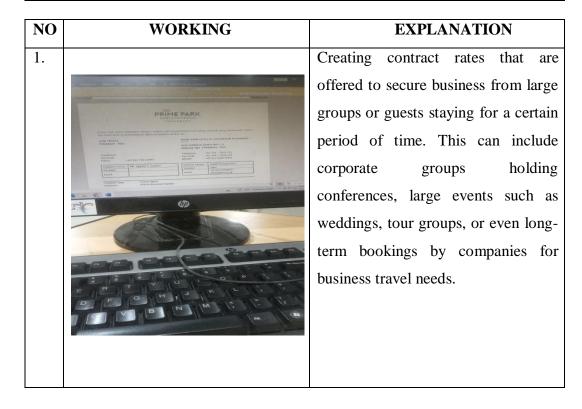
DATE: JUNI, 26<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		100
	4. Requesting a BEO Signature from		10
	each department		
	5.Making a Confirmation Letter		
	Note:		

NO	WORKING		<b>EXPLA</b>	NATION	
1.		Creating	voucher	discounts	for
	Term cod condient  Term cod cond	customers			

DAY: WEDNESDAY
DATE: JUNI, 26<sup>th</sup> 2024

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		100
	4. Requesting a BEO Signature from		10
	each department		
	5.Making a Confirmation Letter		
	Note:		



DAY: THURSDAY

DATE: JUNI, 27th 2024

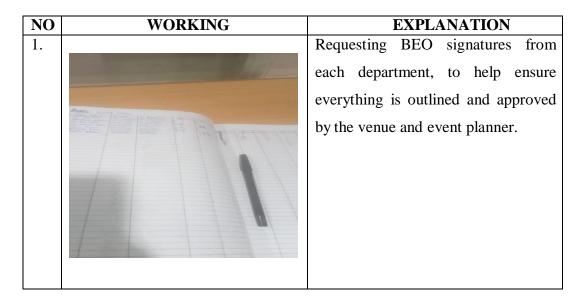
NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		100
	4. Requesting a BEO Signature from		
	each department		
	5.Making a Confirmation Letter		
	Note:		

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

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

NO	WC	ORKING	EXPLANATION
1.			Processing BEO creation to ensure
		Medicated Viscol - Wood	that all departments involved in
		Ordered Arthur Wassel Wassel	implementing the event have accurate
	PART CEROSO  OMAS NECESTOR NOCAS  NUMAS NECESTOR NOCAS  NUMAS NECESTOR NOCAS  NUMAS NECESTOR NOCAS  NUMAS NECESTOR NOCAS  OCAS NOTAS NOCAS  OCAS NOCAS	PRACTICATION OF A PART CONTROLLED OF THE RUSSEY  PRACTICATION OF THE PRACTICATION OF THE PROPERTY OF THE PARTY OF THE PART	and complete information.
	MALE MERCHANDON : TO THE STREET OF THE STREE	THE STATE OF THE S	
		HEAD PROPERTY COMPANY AND	

NO	DESCRIPTION OF ACTIVITES	TASK ASISIGNOR	SIGNATURE
1.	1.Making a Offering Letter	Refiana Limbong	
	2.Making a Contract Rate		00
	3. Making a Banquet Arrangement		100
	4. Requesting a BEO Signature from		100
	each department		
	5.Making a Confirmation Letter		
	Note:		



### CONSULTATION SHEET PRIME PARK HOTEL & CONVENTION PEKANBARU

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

CS

Day/Date	Revision	Advisor
( & Juni 2029	Perbanci tulisan	Bas
26 Juni 2029	Menambah gambour pl capter 3	Park
2) Juni 2029	Memperbanki' Bagan	Zel
5 July 2029	Memperbairi Table of contents	22.0/A
B July 2029	Monambah Reference	Rock
11 July 2029	Acc	24

Bengkalis, June 2024

Risda Asfina, M.Pd NIP.199101052022032007

134