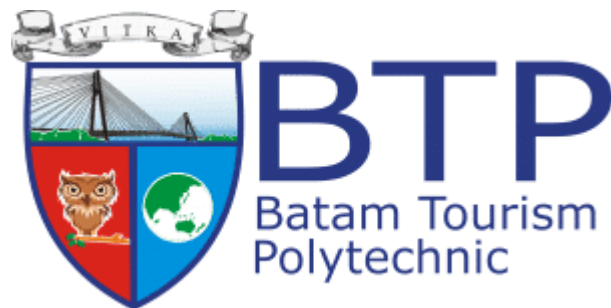


LAPORAN KEGIATAN *ON THE JOB TRAINING*
MAHASISWA FOOD AND BEVERAGE MANAGEMENT
DI
THE RITZ CARLTON HONGKONG
BANQUET DEPARTMENT



Di susun oleh :

Ilham Oktandi

2021020014

PROGRAM STUDI MANAJEMEN TATA HIDANGAN
POLITEKNIK PARIWISATA BATAM

2025

HALAMAN PENGESAHAN

Laporan Kegiatan *On The Job Training* Mahasiswa Manajemen Tata Hidangan

Di

The Ritz Carlton Hotel Hong Kong

Dengan ini menyatakan, Mahasiswi dengan nama

Nama : Ilham Oktandi

NIM : 2021020014

Prodi : Manajemen Tata Hidangan

Telah melaksanakan OJT/ Kerja di Hotel The Ritz-Carlton Hong Kong selama 6 bulan, mulai tanggal 10 Februari 2025 s/d 7 Agustus 2025

Hong Kong, 29 Juli 2025

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Hong Kong, 29 Juli 2025

Yang membuat pernyataan



Ilham Oktandi

2021020014

KATA PENGANTAR

Puji syukur saya panjatkan ke hadirat Tuhan Yang Maha Esa atas limpahan rahmat, taufik, dan hidayah-Nya, sehingga saya dapat menyelesaikan laporan kegiatan magang ini dengan baik dan tepat waktu. Laporan ini disusun sebagai salah satu bentuk pertanggungjawaban akademik atas kegiatan Praktik Kerja Lapangan (PKL) yang merupakan bagian dari kurikulum pendidikan pada program studi Food and Beverage Management.

Kegiatan magang ini saya laksanakan di The Ritz-Carlton, Hong Kong, sebuah jaringan hotel internasional bergengsi yang dikenal akan standar layanan kelas dunia. Selama magang di Departemen Banquet, saya mendapatkan banyak pengalaman dan pelajaran, baik dari sisi teknis maupun mentalitas kerja. Saya juga diberi kesempatan untuk berinteraksi langsung dengan berbagai jenis acara dan tamu dari latar belakang budaya yang beragam.

Saya menyadari bahwa pengalaman ini sangat penting bagi pengembangan diri dan profesionalitas saya di dunia perhotelan khusus nya di Food and Beverage Management. Oleh karena itu, saya ingin menyampaikan terima kasih sebesar-besarnya kepada:

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4. Manajemen dan staf The Ritz-Carlton, Hong Kong, khususnya Mr. Darry sebagai Direktur dari tim Banquet, yang telah membimbing, menerima, dan mempercayakan berbagai tugas penting kepada saya.
5. Rekan-rekan kerja dan sesama peserta magang, yang telah memberikan dukungan, motivasi, dan kerja sama yang baik selama magang berlangsung.

Saya berharap laporan ini dapat memberikan gambaran yang bermanfaat mengenai kegiatan magang yang saya jalani dan menjadi referensi berguna bagi mahasiswa lainnya. Apabila dalam penulisan laporan ini masih terdapat kekurangan, saya dengan rendah hati menerima kritik dan saran yang membangun.

Hong Kong, 29 Juli 2025

Hormat saya,

A handwritten signature in black ink, appearing to read 'Ilham'.

Ilham Oktandi

2021020014

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BAB I

PENDAHULUAN

A. Latar Belakang

Industri perhotelan merupakan salah satu sektor penting dalam dunia pariwisata yang terus berkembang dan memiliki peranan strategis dalam menunjang pertumbuhan ekonomi global. Sebagai bagian dari pendidikan vokasional di bidang perhotelan, mahasiswa dituntut untuk tidak hanya memahami teori di ruang kelas, tetapi juga menguasai keterampilan praktis di lapangan. Oleh karena itu, kegiatan magang (Praktik Kerja Lapangan) menjadi elemen penting dalam membekali mahasiswa dengan pengalaman nyata di industri.

The Ritz-Carlton, Hong Kong sebagai salah satu jaringan hotel mewah internasional yang dikenal dengan standar layanan kelas dunia, menyediakan lingkungan kerja yang ideal untuk belajar mengenai manajemen perhotelan secara profesional. Salah satu departemen penting di dalamnya adalah Departemen Banquet, yang menangani berbagai acara seperti wedding, meeting perusahaan, gala dinner, dan launching produk.

Melalui program magang ini, mahasiswa memiliki kesempatan untuk terlibat langsung dalam berbagai aktivitas operasional di departemen Banquet, mulai dari persiapan peralatan, penataan ruangan, hingga pelayanan tamu dengan standar internasional. Hal ini memberikan pemahaman yang lebih dalam tentang sistem kerja, budaya kerja, dan tantangan yang dihadapi dalam industri perhotelan.

B. Tujuan *On The Job Training*

Tujuan dari kegiatan magang ini adalah:

1. Meningkatkan pemahaman mahasiswa terhadap operasional hotel berbintang lima, khususnya di departemen Banquet.
2. Mengembangkan keterampilan teknis dan non-teknis sesuai dengan kebutuhan dunia kerja.

3. Mengasah kemampuan komunikasi, kerja sama tim, dan etos kerja profesional.
4. Menjalin relasi dengan lingkungan kerja internasional dan meningkatkan daya saing lulusan di industri perhotelan.

C. *Manfaat On The Job Training*

Beberapa manfaat yang diharapkan dari pelaksanaan magang ini antara lain:

1. Mahasiswa memperoleh pengalaman kerja nyata yang relevan dengan bidang studinya.
2. Mampu mengaplikasikan teori yang telah dipelajari dalam praktik kerja di lapangan.
3. Menumbuhkan rasa tanggung jawab, disiplin, dan profesionalisme.
4. Menjadi modal penting untuk pengembangan karier di masa depan, baik di dalam maupun luar negeri.

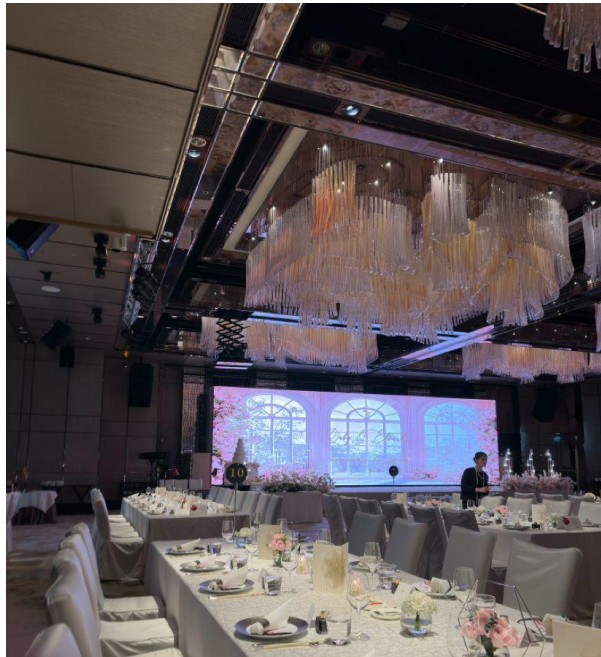
D. *Profil Hotel*



Gambar 1.1 Logo The Ritz Carlton Hong Kong

Nama Perusahaan	: The Ritz Carlton Hong kong
Lokasi Perusahaan	: International Commerce Centre (ICC), 1 Austin Rd W, Kowloon
Telepon	: (+852) 2263 2263
Website	: www.ritzcarlton

E. Waktu dan Tempat Pelaksanaan



Gambar 1.2 Ballroom Ritz Carlton

Magang dilaksanakan dalam periode berikut:

1. Periode Pelaksanaan Magang: 10 Februari – 7 Agustus 2025.
2. Jam Kerja: 8 jam kerja per hari dengan 1 jam istirahat. Shift kerja dimulai tergantung dari kebutuhan operasional atau persiapan *event*.
3. Periode Penyusunan Laporan: 1 Juni 2025 – 21 Juli 2025

Periode masa On The Job Training atau Praktik Kerja Nyata adalah selama 6 bulan, yang dimulai dari 10 Februari 2025 hingga 7 Agustus 2025. Yang bertempat di The Ritz Carlton Hong Kong, pada *Banquet Department*.

Selama periode magang, Penulis mengikuti kegiatan operasional harian, pelatihan internal, serta melakukan dokumentasi untuk keperluan penyusunan laporan.

BAB II

TINJAUAN UMUM

A. Sejarah The Ritz-Carlton Hong Kong



Gambar 2.1 The Ritz Carlton Hong Kong

The Ritz-Carlton didirikan pada tahun 1898 di London oleh César Ritz, yang dikenal sebagai pelopor hotel mewah dan layanan kelas dunia. Nama Ritz menjadi simbol kemewahan, kenyamanan, dan pelayanan eksklusif di industri perhotelan internasional. Setelah kesuksesannya di London dan kota-kota besar lainnya, merek Ritz-Carlton berkembang menjadi salah satu jaringan hotel mewah paling terkenal di dunia.

The Ritz-Carlton Hong Kong bermula dari pembukaan hotel ini yang resmi berlangsung pada 29 Maret 2011. Terletak di pusat kota Hong Kong, hotel ini dikenal sebagai salah satu hotel mewah tertinggi di dunia, karena berada di gedung International Commerce Centre (ICC) yang merupakan salah satu gedung tertinggi di Hong Kong dan Asia dengan 118 lantai.

Sun Hung Kai Properties merupakan perusahaan yang membangun The Ritz-Carlton Hong Kong. Hotel ini dirancang untuk menawarkan pengalaman kemewahan dan layanan kelas dunia kepada para tamu, dengan fitur utama berupa pemandangan spektakuler dari Victoria Harbour dan kota Hong Kong

dari kamar dan fasilitasnya. Selain itu, hotel ini terkenal dengan berbagai fasilitas mewah seperti spa, restoran berkelas dunia, dan kolam renang di lantai atas yang menawarkan pemandangan menakjubkan. Seiring waktu, The Ritz-Carlton Hong Kong telah mendapatkan reputasi sebagai salah satu hotel terbaik di kawasan Asia dan menjadi simbol kemewahan dan inovasi dalam industri perhotelan di Hong Kong.

1. Visi, Misi dan Credo The Ritz Carlton Hong Kong

1) Visi

The Ritz Carlton inspires life's most meaningful journeys.

2) Misi

Provide genuine care and exceptional products and services resulting in profit leadership.

3) Credo

Credo adalah prinsip mengenai keyakinan dan nilai-nilai perusahaan yang menggambarkan perhatian dan kenyamanan bagi tamu sebagai salah satu misi terbesar mereka.

"The Ritz-Carlton is a place where the genuine care and comfort of our guests is our highest mission.

We pledge to provide the finest personal service and facilities for our guests who will always enjoy a warm, relaxed, yet refined ambiance.

The Ritz-Carlton experience enlivens the senses, instills well-being, and fulfills even the unexpressed wishes and needs of our guests."

2. Prestasi Yang Pernah Dicapai

1) Penghargaan *Michelin Guide*

Tin Lung Heen merupakan restoran canton yang berada di lantai 102 hotel, berhasil mempertahankan 2 bintang Michelin sejak tahun 2013. Ini menandakan kualitas kuliner dan pelayanan kelas dunia yang konsisten selama lebih dari satu dekade.

Tosca di Angel, restoran Italia hotel ini, juga telah menerima dan mempertahankan 1 bintang Michelin selama lebih dari 12 tahun, menjadikannya salah satu restoran Italia terbaik di Asia.

2) *Forbes Travel Guide – 5 Star Rating*

Hotel ini mendapat Forbes Five-Star Hotel Rating pada tahun 2023, sebuah standar tertinggi dalam industri perhotelan mewah. The Ritz-Carlton Spa dan restoran Tin Lung Heen juga masing-masing meraih 5-Star Forbes Rating, menjadikannya satu dari sedikit hotel di dunia yang meraih triple five-star dalam kategori hotel, spa, dan restoran.

3) *Guinness World Record*

Memegang rekor dunia untuk kolam renang tertinggi di dunia dalam sebuah gedung, terletak di lantai 118 pada ketinggian 468,8 meter – menjadikan pengalaman berenang di hotel ini tidak tertandingi.

B. Struktur Organisasi dan Lingkungan Kerja

Struktur organisasi di The Ritz-Carlton Hong Kong bersifat hierarkis namun tetap kolaboratif. Setiap departemen, termasuk *Banquet*, dipimpin oleh manajer yang bertanggung jawab langsung kepada *Director of Operations* atau *General Manager*. Koordinasi antar departemen berlangsung efektif melalui *briefing* harian dan laporan berkala.

Berikut merupakan struktur organisasi dari Head of Department yang berada di The Ritz Carlton Hotel Hong Kong:



Gambar 2.2 Head of Department The Ritz Carlton Hongkong



Gambar 2.3 Struktur Organisasi *Banquet Department*

C. Aktivitas Operasional di Banquet Departmennt Ritz Carlton Hong Kong

1. Director of Banquet

- 1) Mengelola keseluruhan operasi departemen banquet.
- 2) Merancang strategi untuk meningkatkan pendapatan dan efisiensi layanan banquet.
- 3) Berkoordinasi dengan Sales, Kitchen, dan Event Planning untuk memastikan kesuksesan acara.
- 4) Menyusun anggaran dan laporan keuangan departemen banquet.
- 5) Mengawasi manajemen staf dan pelatihan karyawan tingkat atas hingga bawah.
- 6) Memastikan standar kualitas layanan dan kepuasan tamu.

2. *Banquet Manager*

- 1) Mengawasi operasional harian banquet.
- 2) Mengatur logistik acara: jadwal, penempatan staf, dan layout ruangan.
- 3) Briefing tim banquet sebelum acara dimulai.

- 4) Menjadi penghubung antara tamu dan tim banquet selama acara.
- 5) Menangani keluhan tamu secara langsung dan mencari solusi cepat.
- 6) Melaporkan hasil acara kepada Director of Banquet.

3. *Assistant Manager*

- 1) Membantu Banquet Manager dalam menjalankan operasional harian.
- 2) Memastikan semua kebutuhan acara (peralatan, makanan, staf) sudah disiapkan.
- 3) Mengawasi staf saat acara berlangsung.
- 4) Membantu dalam pelatihan staf baru.
- 5) Membantu menyelesaikan masalah operasional kecil dengan cepat.
- 6) Mengambil alih tanggung jawab Banquet Manager jika berhalangan.

4. *Executive*

Bagian yang fokus pada penjualan dan perencanaan acara, dan menjadi penghubung antara klien dan tim operasional.

5. *Supervisor*

- 1) Memberikan arahan langsung kepada server dan staf di lapangan.
- 2) Memastikan setiap bagian ruangan banquet tertata sesuai standar.
- 3) Memantau jalannya acara dari awal hingga akhir secara operasional.
- 4) Menjaga komunikasi antara dapur, service, dan manajer.
- 5) Membuat laporan pelaksanaan acara ke Assistant atau Banquet Manager.
- 6) Memastikan keamanan dan kenyamanan tamu selama acara berlangsung.

6. *Server*

- 1) Menyajikan makanan dan minuman kepada tamu sesuai dengan SOP.
- 2) Menyiapkan meja, peralatan makan, dan perlengkapan lainnya sebelum acara.
- 3) Membersihkan area kerja setelah acara selesai.

- 4) Merespons permintaan tamu dengan sopan dan cepat.
- 5) Bekerja sama dengan rekan tim untuk memastikan kelancaran pelayanan.
- 6) Melaporkan kebutuhan tambahan atau masalah kepada supervisor.

Departemen Banquet merupakan bagian penting dalam hotel yang menangani seluruh kebutuhan acara seperti:

1. Wedding (pernikahan)
2. Meeting perusahaan
3. Gala dinner
4. Launching produk

Di The Ritz-Carlton Hong Kong, departemen ini terbagi menjadi dua lantai:

Lantai 3: Diamond Ballroom, Jade Room 1, Jade Room 2

Lantai 8: Emerald Room 1, Emerald Room 2, Emerald Room 3

Masing-masing ruang memiliki kapasitas dan fungsi berbeda sesuai jenis acara. Semua persiapan mulai dari penataan meja, silverware, hingga pelayanan saat acara dilaksanakan oleh tim Banquet secara profesional dan detail.

BAB III

PELAKSANAAN MAGANG

A. Pelaksanaan Kerja

Departemen Banquet merupakan salah satu departemen penting di The Ritz-Carlton, Hong Kong yang bertanggung jawab dalam pelaksanaan berbagai acara berskala kecil hingga besar. Departemen ini menangani penyelenggaraan event seperti wedding, annual dinner, corporate meeting, hingga product launching.

Fasilitas banquet terbagi menjadi dua lantai:

Lantai 3: Diamond Ballroom, Jade Room 1, Jade Room 2

Lantai 8: Emerald Room 1, Emerald Room 2, Emerald Room 3

Setiap ruangan memiliki fungsi, kapasitas, dan desain berbeda-beda, namun seluruhnya dirancang dengan standar internasional, teknologi modern, serta tata ruang yang fleksibel.

Selama masa magang dari tanggal 10 Februari 2025 hingga 7 Agustus 2025, saya bertugas mendukung berbagai aktivitas operasional dalam divisi Banquet. Berikut adalah aktivitas utama saya:

1. Persiapan Peralatan

- 1) Menyiapkan silverware, chinaware, dan glassware sesuai standar acara.
- 2) Menata perlengkapan pada meja tamu dan meja utama (VIP/wedding table).

2. Penataan Ruangan

- 1) Memasang table cloth, chair cover, centerpiece, dan dekorasi sesuai tema acara.
- 2) Menyusun tata letak meja dan kursi sesuai dengan floor plan acara yang telah ditentukan.

3. Set-Up Booth Perusahaan

- 1) Menyusun meja banquet untuk kebutuhan booth saat ada acara perusahaan atau pameran.
- 2) Menyediakan peralatan makanan/minuman sesuai permintaan klien.

4. Tata Letak Makanan dan Minuman

- 1) Membantu dalam pengaturan buffet, welcome drink station, dan dessert table.
- 2) Menjaga kerapian dan kebersihan station selama acara berlangsung.

5. Pelayanan Guridong

- 1) Belajar dan membantu dalam pelayanan gueridon service saat wedding dinner.
- 2) Melatih teknik penyajian langsung di hadapan tamu dengan cara elegan dan profesional.

Penulis terlibat dalam berbagai jenis event, di antaranya:

1. Wedding Reception (Dinner dan Lunch)
2. Membantu set-up Diamond ballroom, Jade room 1 dan Jade room 2, Emerald 1, Emerald 2 dan Emerald 3 serta melakukan pelayanan pada tamu undangan.
3. Corporate Annual Dinner dan Meeting
4. Menyiapkan ruang meeting, alat tulis kantor, hingga menyusun coffee break dan buffet.
5. Launching Mobil Mewah
6. Mengatur booth display, beverage station, dan menjaga presentasi visual ruangan.

Setiap event menuntut kecepatan, ketelitian, serta kerja sama tim yang solid karena setiap detail, dari lampu, suara, penataan meja hingga alur keluar masuk tamu sangat memengaruhi kesuksesan acara.

B. Faktor Pendukung dan Penghambat

1. Faktor Pendukung

- 1) Ilmu yang pernah diajarkan dari kampus dapat diterapkan di hotel. Sebelum melaksanakan training Penulis sudah belajar tentang dasar dasar pembelajaran mengenai tata hidangan sehingga Penulis sudah memiliki gambaran untuk melaksanakan praktik kerja nyata.
- 2) Staff di hotel yang membantu penulis untuk mudah beradaptasi Sehingga terciptanya situasi yang nyaman.

2. Faktor Penghambat

- 1) Mendapatkan arahan yang berbeda dari senior sehingga membentuk miskomunikasi.
- 2) Pengaturan pembagian kerja yang kurang baik.
- 3) Kurangnya beberapa perlengkapan operasional.
- 4) Cara mengajar yang dipergunakan antara senior dengan senior lainnya berbeda dalam mengajar *trainee*, sehingga sebagai *trainee* kadang kebingungan metode mana yang harus digunakan.

BAB IV

PENUTUP

A. Kesimpulan

Pelaksanaan magang di The Ritz-Carlton, Hong Kong, khususnya di Departemen Banquet, memberikan pengalaman yang sangat berharga dalam pengembangan keterampilan dan wawasan di bidang perhotelan. Melalui keterlibatan langsung dalam berbagai jenis acara, saya mendapatkan pemahaman praktis tentang standar pelayanan hotel bintang lima serta pentingnya koordinasi dan kerja sama tim dalam mewujudkan acara yang sukses.

Penulis tidak hanya belajar keterampilan teknis seperti penataan ruangan, penyajian makanan, dan pelayanan tamu, tetapi juga mengembangkan soft skill seperti manajemen waktu, komunikasi profesional, kedisiplinan, serta kemampuan adaptasi dalam situasi kerja yang dinamis dan menantang.

Pengalaman magang ini menjadi salah satu tonggak penting dalam membentuk kesiapan saya menghadapi dunia kerja yang sesungguhnya, baik dari sisi keahlian maupun mentalitas. Penulis merasa lebih percaya diri untuk melangkah ke jenjang karier berikutnya karena telah terbiasa dengan ritme kerja hotel internasional yang profesional.

Lingkungan kerja di The Ritz-Carlton, Hong Kong sangat profesional, terorganisir, dan menuntut setiap staf maupun peserta magang untuk mengikuti standar pelayanan yang tinggi. Budaya kerja di hotel ini berlandaskan pada filosofi “We are Ladies and Gentlemen serving Ladies and Gentlemen”, yang mengedepankan kesopanan, keanggunan, dan perhatian terhadap setiap detail pelayanan.

Dalam lingkungan seperti ini, semua kegiatan operasional dilakukan secara sistematis. Koordinasi antar staf dan antar departemen dilakukan melalui briefing harian dan function sheet mingguan. Hal ini menjamin bahwa setiap orang mengetahui tugas dan tanggung jawabnya. Tidak ada toleransi terhadap kelalaian atau pelayanan yang tidak sesuai standar, sehingga Penulis belajar bagaimana bekerja di bawah tekanan dan dalam tim lintas fungsi.

Penulis juga mengamati bahwa penggunaan teknologi dan sistem kerja yang efisien (seperti perangkat komunikasi, sistem inventory dan floorplan digital) sangat membantu dalam mempercepat koordinasi kerja, khususnya pada event-event berskala besar.

B. Saran

Sebagai bentuk refleksi dan kontribusi, saya menyampaikan beberapa saran:

1. Bagi Kampus

Kampus diharapkan terus menjalin dan memperluas kemitraan dengan perusahaan/instansi yang kredibel untuk memastikan mahasiswa memperoleh pengalaman kerja nyata yang relevan.

2. Bagi Hotel

Lebih banyak melibatkan peserta magang dalam proses briefing dan post-event debriefing agar mereka memahami proses manajemen acara secara utuh.

3. Bagi Mahasiswa

Siapkan mental, fisik, dan kemampuan dasar *hospitality*. Jangan ragu bertanya dan berani keluar dari zona nyaman, karena di situlah pembelajaran nyata terjadi.

LAMPIRAN

1. CV dan Cover Letter

 THE RITZ-CARLTON HONG KONG 職位申請表 APPLICATION FOR EMPLOYMENT																		
填表須知 NOTES FOR APPLICANTS 1. 申請人須填妥表格第一及第二部份，並確保所提供的資料均準確無訛。第三部份則由僱主填寫。 Part A and B to be completed by the applicant and the information provided must be accurate. Part C to be completed by the Employer. 2. 申請人所提供的資料將用於香港麗思卡爾頓酒店招聘僱員及其他與招聘有關的事宜上。有關資料可能會轉交給本酒店轄下獲授權處理該等資料的部門，以便進行與招聘有關之事宜。招聘程序完成後，未獲取錄之申請人的資料如無須保留，將會被全部銷毀。 All information provided will be used for recruitment and other employment-related purposes. It may be transferred to authorized departments within the Hotel for further processing. Information of the unsuccessful applicants will be destroyed after the completion of the recruitment process. 3. 請在適當方格內加上“✓”號。 Please insert a “✓” in the appropriate box.																		
第一部份 PART A <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">申請職位 Position Applied</td> <td style="width: 30%;">IN ROOM DINING</td> <td style="width: 20%;">第二選擇 2nd Choice</td> <td style="width: 20%;">RESTAURANT AND BAR DIVISION</td> </tr> <tr> <td>要求待遇 Expected Salary</td> <td>7000 HKD</td> <td>可述職日期 Available Date</td> <td>13 January 2025</td> </tr> <tr> <td>得知空缺來源 Source of Information</td> <td> ☐ 報紙 Newspaper ☐ 招聘網 On-line Media ☐ 本酒店互聯網 Hotel website </td> <td> ☐ 學校 Institution ☐ 介紹 Referral ☐ 其他 Others </td> <td> ☐ 勞工處 Labour Dept ☐ Campus </td> </tr> </table>		申請職位 Position Applied	IN ROOM DINING	第二選擇 2 nd Choice	RESTAURANT AND BAR DIVISION	要求待遇 Expected Salary	7000 HKD	可述職日期 Available Date	13 January 2025	得知空缺來源 Source of Information	☐ 報紙 Newspaper ☐ 招聘網 On-line Media ☐ 本酒店互聯網 Hotel website	☐ 學校 Institution ☐ 介紹 Referral ☐ 其他 Others	☐ 勞工處 Labour Dept ☐ Campus					
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你是否合資格急救員？ Are you a certified first aider? ☐ 是 Yes 有效期至 valid till _____ ☒ 否 No 你是否持有有效駕駛執照？ Do you hold a valid driving license? ☐ 是 Yes 有效期至 valid till _____ ☒ 否 No 你是否合資格衛生督導員/衛生經理？ Are you a certified hygiene supervisor / hygiene manager? ☐ 是 Yes ☒ 否 No 其他相關執照 Other relevant license _____ 有效期至 valid till _____																		

[請轉下頁 PTO]

學歷
ACADEMIC ATTAINMENT

教育程度 Educational Level	學校名稱・就讀的課程或已獲取的學歷 Name of School, Program Attended or Qualification Obtained	就讀日期 (月/年) Period (mm/yy)										
		由 From	至 To									
專上學院 / 大學 College / University	Batam Tourism Polytechnic	2021	Present									
中學 Secondary School	Vocational High School 2 Batam	2018	2021									
專業訓練或資格 Professional Training / Qualification	BNSP Waitress Certification	2024	2027									
語言 Languages	通曉 Understanding	會話 Speaking			閱讀 Reading			書寫 Writing				
	優 Excellent	良 Good	可 Fair	優 Excellent	良 Good	可 Fair	優 Excellent	良 Good	可 Fair	優 Excellent	良 Good	可 Fair
English			✓			✓		✓			✓	
Bahasa Indonesia		✓				✓				✓		

就業詳情 (包括兼職資料) 請先填寫現任或最近任職之資料，並按年份先後填寫
EMPLOYMENT RECORD (including part-time job) Please list current or the latest employment first and in reverse chronological order

日期 (月/年) Date (mm/yy)	公司名稱 Name of Company	職位 Position	全/兼職 Full- (F) / Part-time (P)		月薪/時薪 Monthly / Hourly Wages	離職原因 Reason for Leaving
			全 (F)	兼 (P)		
02/2022 12/2022	Davienna Boutique Hotel	Waiter	✓		2000 hkd/n	for first internship
02/2023 07/2023	Hong Kong Skycity Marriot Hotel	Bar and waiter	✓		7000 hkd/n	end of period
06/2024 12/2024	ASTON HOTEL	Waiter		✓	60 hkd/HW	for second internship
06/2024 12/2024	CGV Grand Batam Mall	Server	✓		2000 hkd/n	for second internship

朋友或親屬受僱於香港麗思卡爾頓酒店 Friends or relatives employed by The Ritz-Carlton, Hong Kong

姓名 Name	部門及職位 Department and Position	關係 Relationship

你為甚麼有興趣加入香港麗思卡爾頓酒店? Why would you like to join The Ritz-Carlton, Hong Kong?

過往記錄
PAST RECORD

	否 NO	是 YES	如有，請陳述摘要 If so, please give particulars.
你有否曾因行為不佳或工作不力而被解僱? Have you ever been discharged from employment because your work or conduct was unsatisfactory?	✓		
你於香港或其他國家是否曾有任何犯罪記錄? Have you been convicted in a court of law in Hong Kong or in any country? 註: 申請人如曾有犯罪記錄，香港麗思卡爾頓酒店不一定因此而不予聘用。 Note: A criminal conviction is not necessarily a barrier to the appointment by The Ritz-Carlton, Hong Kong.	✓		

[請轉下頁 PTO]

第二部份 申請人聲明及授權書 PART B Applicant's Declaration and Authorization

酒店收集及使用個人資料聲明

Hotel Declaration of Collection and Usage of Personal Data

香港麗思卡爾頓酒店（本酒店）會將本申請表所收集的個人資料，使用於評估你是否適合擔任所申請的職位，以及在你獲挑選出任該職位時，用作與你商討初步的薪酬、花紅及福利。

根據《個人資料（私隱）條例》，你有權要求查閱及改正申請表上所填報的個人資料。如你欲行使這項權利，請與本酒店人力資源部聯絡。如若你被取錄，你的資料將會存放在你的個人檔案內，並輸入到我們的電腦薪酬系統及其他相關系統，用以計算你的薪酬福利及用作其他人力資源事務的用途。假若你未獲取錄，此申請表將會被保存六個月。如本公司的附屬或聯營機構在此期間出現職位空缺，本公司或會將你的申請表轉交有關機構考慮。

The personal data collected in this application form will be used by The Ritz-Carlton, Hong Kong (the hotel) to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration, bonus payments, and benefits package to be discussed with you subject to being selected for the position.

Under the Personal Data (Privacy) Ordinance, you have the right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please contact the hotel's Human Resources Department. The information you provide us this application is used by the Human Resources and management to evaluate your suitability for employment. If you are hired the information will be retained in your personnel file, transferred to our payroll systems and any other systems used to process payroll benefits and other Human Resources functions. If you are not hired the application will be retained for 6 months. When there are vacancies in our subsidiary or associate companies during that period, we may transfer your application to them for consideration of employment.

☐ 本人現同意授權香港麗思卡爾頓酒店使用或轉移申請表內的個人資料，亦了解此授權屬自願性質，本人可隨時提出撤回此授權的要求；本人明白假若本人拒絕此項授權、或其後撤回此授權、提供的資料不正確或未能提供所需資料，本人的申請將會不獲考慮。 I hereby consent to the processing and transfer of the information provided in the application form and understand that my consent is voluntary and that I can withdraw my consent at any time but that if I do not provide my consent, later withdraw my consent, provide false information or fail to provide any requested information, my application will be removed from consideration.

☐ 本人確認以上申報的資料均屬正確無訛。倘若有任何故意虛報資料或隱瞞事實，即使已獲 貴酒店錄用，本人願意承擔所有紀律處分，亦有遭解僱的可能。 I confirm the above particulars provided by me are true and correct. If I give any false information or withhold any information willfully, I shall render myself liable to any disciplinary action including dismissal if I am employed.

☐ 本人明白所提交予香港麗思卡爾頓的一切資料將保密處理，但在嚴守保密的原則下，貴酒店可提供有關資料予酒店轄下獲授權處理該等資料的部門作招聘有關用途。 I understand information held by The Ritz-Carlton, Hong Kong relating to me will be kept confidential but the Hotel may provide such information to authorized department(s) for recruitment and related purposes under the duty of confidentiality.

☐ 本人同意我個人的健康報告及資料，在有需要情況下，讓僱主知道。 I agree to release my personal medical information to the employer when it is required.

☐ 本人同意香港麗思卡爾頓酒店查核本人過往有關工作資料。現授權本人之前僱主或其授權人，向香港麗思卡爾頓酒店提供上述資料。本人並明白貴公司將把上述資料保密處理。 I agree The Ritz-Carlton, Hong Kong to conduct reference check for verifying the information of my previous employment. I hereby authorize any of my previous employer or the designate to give The Ritz-Carlton, Hong Kong any information concerning my previous employment. I understand that this information will be treated in strict confidence.



申請人簽署 Applicant's Signature

Ilham Oktandi

申請人姓名 Applicant's Name

21/12/2024

日期 Date

X3800115

身份證號碼 / 護照號碼 HKID Card No. / Passport No.

2. Kontrak Magang dari The Ritz Carlton Hong Kong



THE RITZ - CARLTON

HONG KONG

December 19, 2024

Mr. Oktandi, Ilham
Present

Dear Ilham,

As operator for Best Winners Limited, T/A The Ritz-Carlton, Hong Kong (hereinafter referred to as "the Company"), I have the pleasure in offering you an internship program in our Company under the following terms and conditions:

1. **Position / Department**
You are appointed by the Company in the position of Trainee and may be subject to being transferred to different Division / Department within the Company and / or its subsidiaries / managed Companies at the discretion of the Management of the Company.
2. **Training Period**
Your internship will be a Five-month program from January 13, 2025 to June 12, 2025 subject to training visa approval from The Hong Kong Immigration Department.
3. **Allowance**
Your internship allowance will be **Hong Kong dollars Seven Thousand Only (HK\$7,000)** per month payable on a monthly basis upon production of valid attendance record at the end of each calendar month. You will be responsible for the payment of your personal income tax if any.
4. **Discretionary Bonus**
Under this agreement, no discretionary bonus applies.
5. **Training Days and Training Hours**
Your training days and training hours may vary from time to time and will be assigned by your Manager based on the needs of the operation. Our internship program provides an overview of the hotel's operations and on-the-job training in a specific department. As part of The Ritz-Carlton philosophy is to create a work environment of teamwork and lateral service, you are expected to fulfill all aspects of the internship assignment which includes providing assistance to the assigned operational departments for at least 6 shifts a month. Failure to fulfill all aspects of the internship assignment may result in the necessary disciplinary action, up to and including termination of the internship.

Basic attendance hours shall be 45 hours over a 5-day work week inclusive of meal break. This may be varied or rescheduled to cope with your functional area. The responsibilities of your position may require additional levels of commitment. In this event, it is understood that no additional remuneration will be given for any overtime work.
6. **Rest Day**
You are entitled to not less than one rest day in every period of seven days which shall be assigned by your Manager. Business needs will dictate which day of the week the rest day shall fall upon. Any other day in which you are not required to work will be regarded as an additional day off granted. The Company reserves its right to review and update the additional day off practice from time to time.
7. **Annual Vacation**
You will be entitled to TWELVE (12) working days paid annual leave for every twelve months of continuous service. Prior approval must be obtained before you proceed on vacation.

INTERNATIONAL COMMERCE CENTRE, ONE AUSTIN ROAD WEST, KOWLOON, HONG KONG





THE RITZ-CARLTON

HONG KONG

8. Statutory / Public Holidays

Operational trainees will be entitled to take statutory holidays but not other public holidays. Administrative trainees will be entitled to take public holidays. Such holidays will be treated as paid holidays.

9. Mandatory Provident Fund Scheme

Please note that your assignment is purely for intern purpose, you will not be required to participate in Mandatory Provident Fund Scheme.

10. Pre-training Medical Check-Up

This internship agreement will only be effective upon presentation of a successful medical examination report carried out by a hotel appointed doctor. Should you be found medically unfit for the industrial training, this offer of internship program will automatically become null and void. You will be required to reimburse the hotel the total cost of the pre-training medical check-up should you withdraw the internship program on a voluntarily basis prior to the completion date of the training.

11. Termination of Internship Program

This internship program may be terminated by either party by terms as mutually agreed.

- In the first month of training - neither notice nor payment in lieu by either party is required.
- After the first month of training - seven days notice or payment in lieu by either party is required.

The Company may terminate this Internship Agreement without notice or payment in lieu of notice, if the trainee, in relation to the industrial training:

- wilfully disobeys a lawful and reasonable order, or
- commit any misconduct being inconsistent with the due and faithful discharge of the duties, or
- is guilty of fraud or dishonesty, or
- is habitually neglectful in the duties, or
- is found in breach of any specific provision contained in this Internship Agreement.

12. Other Conditions of Internship

All other terms and conditions will be bound by the rules and regulations as laid down in the Employee Handbook of The Ritz-Carlton, Hong Kong, as well as all written and verbal instructions of Management which may be subject to change from time to time.

During the term of this agreement, you agree to devote all your working time and effort to the business of the Company and to carry out diligently the duties assigned to you by your supervisor. Failure to perform duties and assignments and/or failure to follow Company rules, practices, procedures and policies will result in this agreement being terminated.

The parties agree that, except for Marriott International, Inc. and its affiliates, a person who is not a party to this agreement shall not have any rights to enforce any term of this agreement.

13. Conflict of Interest

The Ritz-Carlton Conflict of Interest Policy is to safeguard the company's interests without limiting employees' outside employment activities. You will be required to agree to sign and be bound by the terms of this policy.

INTERNATIONAL COMMERCE CENTRE, ONE AUSTIN ROAD WEST, KOWLOON, HONG KONG



THE RITZ-CARLTON

HONG KONG

14. Travel Program

You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact EmployeeAccounts@marriott.com for enquiries.

15. Confidentiality

You agree to be bound by the Information Protection Agreement which will be provided to you in separate details. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination and the forfeiture of incentive-type compensation as a result of such suspension or termination. Your obligations under this paragraph will continue in effect beyond the termination of your internship program.

16. Acceptance

This offer of training is contingent on a training visa being issued in compliance with the legal requirements for training of foreign nationals in Hong Kong.

Please note this offer is in accordance with the standard of procedures outlined in the hotel's Employee Handbook and the Hong Kong's legislation which shall govern in the event of any dispute. In addition, nothing herein shall constitute a promise of continued employment by the hotel, its owning company or their affiliates. Should there be any changes in the terms and conditions due to company needs, you will be notified in writing.

If the foregoing concurs with your understanding of the terms and conditions of internship program, please sign and return a copy of this letter at your earliest convenience.

We trust this has covered all the pertinent details of your industrial training. Should you have any further questions, please let me know.

In the meantime, may I take this opportunity to wish you every success in your challenging assignment. On behalf of the management team, we look forward to welcoming you to the Ritz-Carlton family!

Yours sincerely,
As operator for Luxury Hotels International of Hong Kong Limited as Manager
for Best Winners Limited
with respect to The Ritz-Carlton, Hong Kong

Wendy Wong
Learning and Development Manager

This agreement supersedes all prior agreements, written or oral, and sets forth the entire agreement between you and Best Winners Limited, relating to the terms of your internship program and may not be orally changed, modified, renewed or extended.

I further understand that no such promise or guarantee of any type concerning terms and/or conditions is binding upon the Company unless made in writing.

3. BEO (*Banquet Event Order*) Sheet

THE RITZ-CARLTON

HONG KONG

BANQUET EVENT ORDER

The Ritz-Carlton, Hong Kong
International Convention Center (ICC)
1 Austin Rd. in The Sky, New Hong Kong
Phone: (852) 2363 2363

Account Name: Huawei Company
Contact Name: Mr. Debbie Lin
Address: No. 9 Canton Road, Tsim Sha Tsui,
Kowloon
Hong Kong,
HK
Telephone: 852 5686 4773
E-mail: lin.gal@huawei.com

BEO No: SFA Web/CS Quote ID:
Booking Name:
Onsite Contact:
Event Date:
Cat/Sales Mgr:
Proc/Cat Status:

11460013
Huawei STW Meeting Dinner
Mr Debbie Lin
07-31-JUL-25 to 07-JUL-25
Yuki Wong / Channing Zhang
DEP DEF

PNR No: 9558
Block Code: VCB

Monday, July 07, 2025

Time	Function	Room	Setup	Exp/Gst
17:00 - 17:30	Setup	Emerald	BDT Rounds of 12	60 / 60
18:00 - 22:00	Chinese Dinner	Emerald	BDT Rounds of 12	60 / 60

FOOD

<<CHINESE DINNER MENU>>

EXPI: 07/01 tables

use lazy Susan

麗莎卡爾頓餅點 (位上)

(特式三文魚、可憐鴨腿、蒜泥茄片)

The Ritz-Carlton Appetizer Platter

(Barbecued Pork with Diamond-Shaped Syrup, Roasted Goose with Plum Sauce, Chilled Cucumber with Garlic)

松露百合燉雞片 (位上)

Deep-Fried Shuffled Crab Claw with Truffle Essence

玉瑤柱扒時蔬 (位上)

Double-boiled Chicken with Cucumber and Congee

豉汁炒沙斑龍蝦球 (位上)

Sautéed Sabah Giant Groupers Fillet in Black Bean Sauce

蒜香脆皮雞 (位上)

Deep-Fried Crispy Chicken with Garlic

XO 蟹肉扒時蔬 (位上)

Fried Rice with Assorted Seafood in XO Sauce

甜點拼盤 (位上)

蜜香荔枝忌廉、絲令鮮果、吉列鮮果派

The Ritz-Carlton Sweets Delight

Chilled Mango Cream with Sago, Pomeio and Aloe Vera,
Fresh Fruit Platter, Crispy Cashew Nut Cookie

中國茶

Chinese Tea

BEO Saved Date: 7/4/25

Page 1 of 6

 THE RITZ-CARLTON 五洲大飯店		BANQUET EVENT ORDER		The Ritz-Carlton, Hong Kong International Convention Centre (ICC) 1 Austin Rd, Tsim Sha Tsui, Hong Kong Phone: (852) 2923-2828	
Account Name:	Huawei Company	BEO No:	1140013	PM No:	9008
Contact Name:	Ms. Debbie Lau	SFA Web/OS Quote ID:			
Address:	S/F, Tower B, The Gateway, No 9 Canton Road, Tsim Sha Tsui, Kowloon Hong Kong	Booking name:	Huawei STW Meeting Dinner		
		Onsite Contact:	Ms Debbie Lau		
Telephone:	86 9699 4773	Arrival Date:	07-JUL-20 to 07-JUL-25		
E-mail:	lin.gol.chung@huawei.com	Car/Bus Mgr:	Yah Hong Channing Zeng		
		Rm/Cat. Status:	DEFDEF	Block Code:	VCG
Monday, July 07, 2025					
<HALAL DINNER MENU>					
EXP: 2 persons					
雞茸牛展燉翅包翅					
(雞茸翅片、雞茸海參、乾菇扒青豆)					
The Ritz-Carlton Appetizer Platter (Four fresh Bean Curd Sheet filled with Assorted Vegetable, Jelly fish in Sesame Oil, Chilled Cucumber with Garlic)					
紅燒羊腩煲雙拼					
Deep-fried Stuffed Crab Claw with Truffle Essence					
玉瑤燒桂魚塊					
Double-boiled Chicken with Cucumber and Conpoy					
豉汁炒沙丁魚雙拼					
Sauteed Sabah Giant Garoupa Fillet in Black Bean Sauce					
蒜香脆皮雞					
Deep-fried Crispy Chicken with Garlic					
蔥油如意刀手麵					
Braised E-gui Noodle with Truffle Paste					
甜點結席					
蓮蓉棗紅金蛋、奶香奶露、開心果酥餅					
The Ritz-Carlton Sweets Delight Chilled Mango Cream with Sago, Pomeio and Aloe Vera, Fresh Fruit Platter, Crispy Pistachio Cookie					
中國茶茗					
Chinese Tea					
BEVERAGE					
DINNER:					
• Unlimited serving of soft drinks, orange juice, tea and water for 4 hours (Stand by)					
• Please serve 烏龍茶/ 普洱茶/ 鐵觀音 and need tea pot and warmer					
BEO Issued Date: 7/4/25					
Page 2 of 6					

THE RITZ-CARLTON HOTEL		BANQUET EVENT ORDER		The Ritz-Carlton, Hong Kong International Convention Center (ICC) 2 Austin Rd (at Garden Road, Hong Kong) Phone : (852) 2263 2363	
Account Name: Huawei Company Contact Name: Ms. Debbie Lin Address: 9/F, Tower C, The Gateway, 983 Canton Road, Tsim Sha Tsui, Kowloon Hong Kong Telephone: 00852 9685 4773 E-mail: lin.pai.ching@huawei.com		BEO No: SFA Web/OS Quote ID: Booking Name: Onsite Contact: On/Off Date: Call/Show Mgr: Rm/Cat Status:		11450713 P/M No: 9098 Huawei B7W Meeting Dinner Mrs. Debbie Lin 07-JUL-25 to 07-JUL-25 Table through / Channing Zhang DEF/DEF	
Monday, July 07, 2025					
BANQUET SERVICE					
EVENT NAME					
www.ritzcara.com					
STW 2025 Asia-Pacific & Global Software Technology Dinner					
BACKGROUND					
www.ritzcara.com					
- Huawei have a summit in W Great room on 7 & 8 July - Please take very good care of Debbie - High expectation on food and service quality					
CONTACT					
www.ritzcara.com					
- Ms Debbie Lin/ Huawei/ Taiwanese					
RUNDOWN					
www.ritzcara.com					
1700hours Set up & Organizer arrival 1800hours Dinner starts 2200hours End of Dinner					
SET UP					
www.ritzcara.com					
< Emerald Foyer > - 1 x 6' Reception table for 2 persons each - Minor reception table & cream seat cover > Extension cord > Pens - Reception flower by hotel > Hotel bag signage < Emerald Ill > - 1 x sofa set - Some chairs < Emerald > - 5 x 6ft round table with 12 seats - Lazy susan					
BEO Issued Date: 7/6/25 Page 3 of 6					

 THE RITZ-CARLTON — since 1919 —		BANQUET EVENT ORDER		The Ritz-Carlton, Hong Kong International Convention Center (ICC) 3 Austin Rd Tsim Sha Tsui, Hong Kong Phone : (852) 2233 2263	
Account Name: Hualien Company Contact Name: Ms. Debbie Lin Address: R/F, Tower 6, The Gateway, No. 3 Canton Road, Tsim Sha Tsui, Kowloon Hong Kong HK		SEO No: SPA Web/OS Quote ID: Booking Name: Order Contact: Arr/Dep Date: Card/Ship Mgr: Rm/Cat Status:		1148913 PM No: 9098 Hualien STD Meeting Dining Ms Debbie Lin 07 JUL 25 to 07 JUL 25 Tsui Waiy / Channing Zeng DEF/DEF Block Code: YCB	
Telephone: Tel: 852 9609 4773 E-mail: lin.jen.ching@hualien.com		Monday, July 07, 2025			
TABLE SETTING ~~~~~ < Guest Table > • Crinkle gold overlay with champagne underline • Cream seat cover • Gold shoeplate • Square napkin with mirror ring • Cream menu cover					
REMARKS ~~~~~ • Please take very good care of Debbie • Use lazy Susan for dinner • Most of the guests are stay at W hotel • Please ready rubs and chips on each table before guests arrive!					
SIGNAGE ~~~~~ LOBBY ~~~~~ < JPG >					
EMERALD ~~~~~ < JPG >					
PORTABLE SIGNAGE ~~~~~ < Floor plan >					
- BE					
AUDIO VISUAL					
FROM HOTEL ~~~~~ < Emerald> • 2 x wireless microphone stand by					

BE/D Date: 7/4/25

Page 4 of 6



BANQUET EVENT ORDER

The Ritz-Carlton, Hong Kong

International Commerce Center (ICC)
1 Austin Rd W Tsim Sha Tsui, Hong Kong
Phone : (852) 2282 2282

Account Name:	Huawei Company	SEO No:	1140013	PM No:	9098
Contact Name:	Ms. Debbie Lin	SFA Web/OS Quote ID:			
Address:	9/F, Tower 6, The Gateway, No.9 Canton Road, Tsim Sha Tsui, Kowloon Hong Kong.	Booking Name:	Huawei STW Meeting Dinner		
		Onsite Contact:	Ms Debbie Lin		
Telephone:	852 9689 4773	Arr/Dep Date:	07 JUL 25 to 07 JUL 25		
E-mail:	lin_pai_ching@huawei.com	Call/Sales Mgr:	Yuki Wong / Channing Zeng	Block Code:	VOS
		Rms/Cat Status:	DEF/DEF		

Monday, July 07, 2025

FLORIST

- 1 x RT2 (Pink rose/ Willow) @ HK\$350 net each
- 5 x D8 (Pink rose/ dark blue purple Hydrangea) @ HK\$280 net each

FRONT OFFICE

- NIL

F&B OUTLETS

- NIL

FINANCE

DEPOSIT

NIL

MINIMUM CHARGE

NIL

BILLING

- Chinese dinner at HK\$290 net/ per person
- Beverage charge at HK\$360 net/ per person (TBA)

PAYMENT

- Please present the bill to organizer - Ms Debbie Lin upon end of event
- Remaining balance will be settled by send bill within 7 days

INTERNAL BREAKDOWN

- <Pacific Petals>
- HK\$1,750 net

REQ Issued Date: 7/4/25

Page 5 of 6



BANQUET EVENT ORDER

The Ritz-Carlton, Hong Kong

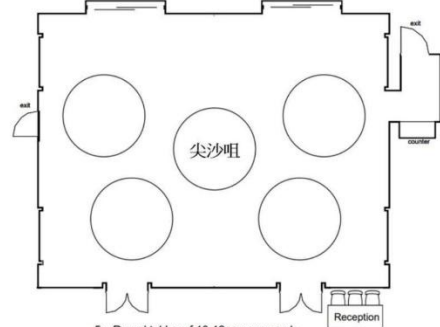
International Commerce Center (ICC)
1 Austin Rd W Tsim Sha Tsui, Hong Kong
Phone : (852) 2282 2282

Account Name:	Huawei Company	SEO No:	1140013	PM No:	9098
Contact Name:	Ms. Debbie Lin	SFA Web/OS Quote ID:			
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		Rms/Cat Status:	DEF/DEF		

Monday, July 07, 2025

Floor Plan

Emerald



- 5 x Round tables of 10-12 persons each
- 6' reception table of 3 persons

4. Event Order Sheet



The Ritz Carlton Hong Kong
International Commerce Center
1 Austin Road West Kowloon Hong Kong
Phone: (852) 2263 2263 Fax: (852) 2263 2260

TOSCA EVENT ORDERUpdate on: 23rd July 2025

Event Name : MI Business Council Meeting Arrival Coffee Break	EO No. #TOSMI250725
Contact Person : Ms. Winny Lai	Handle By: Niki Cheung
Contact Number: +852 2263 2001	Event Date: Friday, 25th July 2025
Email: winny.lai@ritzcarlton.com	PM No.:

- Parmesan Cheese, Balsamic Truffle Panna Cotta

**GM List**

Business Council Meeting (July 25) | RCHK

GM Name	Hotel Name	Title
Adam Cheng	Sheraton Hong Kong Tung Chung Hotel Four Points by Sheraton Hong Kong Tung Chung	Multi-Property General Manager
Mark Darwin	Courtyard Hong Kong	General Manager
Byron Kiu	Hong Kong Ocean Park Marriott Hotel	General Manager
Daniel McKewen	Le Meridien Cyberport	General Manager
Michael Miller	Sheraton HK Hotel & Towers	General Manager
Peter Sih	Courtyard Hong Kong Sha Tin	General Manager
Khan Sung	Hong Kong SkyCity Marriott Hotel	General Manager
Priscilla Wong	Renaissance Harbour View Hotel Hong Kong	Area General Manager - Hong Kong
GP Yeow	JW Marriott Hotel Hong Kong	General Manager
Luc Bollen	The Park Lane Hong Kong, Autograph Collection	General Manager & Area Director
Anas Bencheqroun	The Ritz-Carlton, Hong Kong W Hong Kong	Multi-Property General Manager

- Tosca BB plates & Napkins



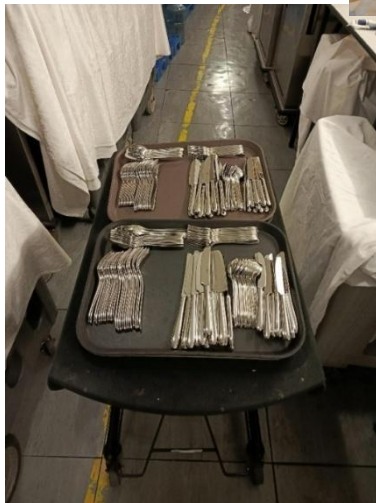
- Food name on Mini Easels & Easel Painting Board



- 1 Pot x Water Melon Juice, 1 Pot x Carrot Juice, 1 Pot x Orange Juice and 2 bottles of Still and Sparkling Water, Water Glasses, 1 Bowl of Lime and Lemon



5. Dokumentasi



- 1) Set up coffee break station.
- 2) Set up lunch break station.
- 3) Polish and prepare cutleries
- 4) closing.
- 5) Open bar for cocktail session.
- 6) Outside cathering ROLEX event.