You will produce two reports and a memo (Progress Report (100 pts.), Recommendation Report (200 points) & an Examination memo 50 points) within the 5-week period. You will also demonstrate your understanding of concepts relating to the project in a final exam. Purpose of this memo is to provide some context for the project and describe the deliverables in detail. Background on the Project The business where you work employs 100 people in greater Miami, Fl. (its headquarters). In JUNE, the firm will be celebrating its 50th anniversary. The last decade (10 years) has been very profitable, and the president has decided that she wants to reward her staff with an incredible celebration luncheon in Miami. The goal of the luncheon is to thank its dedicated employees and show how appreciative she is for their strong work ethic. YOU are the Vice President of Human Resources and Planning. You and your team members are tasked with planning this special event and “thinking OUT OF THE BOX” with planning. Your analysis of initiatives in the past was excellent, and the president has asked you to head up planning and preparation for the company’s celebratory luncheon. Your New Project, Broken Down In the next few days, you will provide the president with tentative “research” into various hotel or restaurant venues that can serve as the host site for the company luncheon. Your boss has asked that you come up with extra criteria (3) that will serve as “defining preferences,” (this will be the PROGRESS REPORT ( 100 points) we will discuss in class & YOU will prepare from samples given out as well as in your chapter. A sample progress report can be found on page 430 of chapter 12 edition #10. She offers select criteria that should be considered against the venues/hotels/restaurants to provide scope for your analysis: · Outdoor and/or Indoor luncheon options available · NO alcohol beverages · Host location for the luncheon must have parking available for staff and guests · Greater Miami including Miami, Miami Beach; North and South Beach are possible location/venue for the event · Parking garage fees cannot exceed $40 per vehicle, carpooling is encouraged · Cost of party room at a hotel if reserved instead of hosting event at restaurant or in hotel restaurant not to exceed overall budget of $25,000 · Hotel venue or restaurant must be upscale, top-rated in customer reviews · Total budget for expenditures $25,000 including food/beverage/gratuity/parking/audio visual · Luncheon guests cannot exceed 200 people · Cost of food/drinks for celebration luncheon, not to exceed $100 per person Your boss suggests that you review the criteria (above) she has assigned and add three items\*\*\* you believe will support a more careful analysis of whatever options are available. She expects an update on these additional criteria in your PROGRESS REPORT, \*\*\* REMEMBER-- You will have to research/review three (3) DIFFERENT venues including parking availability, food costs with coffee/tea/desserts, (be mindful of special dietary restrictions of guests); microphone, podium\*\*\*\*\*\* For class discussion purposes and choices for YOUR additional criteria: (THINKING OUT OF THE BOX!) ???? Do you want \* an awards presentation; \* a celebrity guest speaker; \* a master of ceremonies; \* staff-only invited; \* staff and one guest; \* weekday or weekend luncheon; \*Buffet, or plated event; \* ocean beach front view during event; \*entertainment; \*auction; \*gift bags; \*give-a ways???????? Deliverables On Thursday, April 13, 2023, you will present your boss with a Progress Report detailing the work you have accomplished on this project. On Tuesday, April 18,2023, you will deliver to your boss a Recommendation Report based upon your analysis of the options against your criteria. \*\* TWO paper copies to hand in On Tuesday, April 25, 2023 you will conclude this project with a brief “examination” of details pertaining to your planning and preparation of the final report. Put this into memo format. I am your audience not the CEO/President of the company \*\*\*\*\*TO BEGIN…..Two things are vital to begin work on the assignment: · understanding the context for the project and your audience (the staff) needs. · figuring out where your best sources of information are- online, sites, calling the sales office of hotel/restaurant · NEED to pick a firm date to begin your research Obviously, the internet offers a number of great travel and resort site resources. REMEMBER your audience/staff and context for this project. You get to be creative developing a profile for the company, complete the worksheet distributed.