

Sample Hotel & Conference Center

Tuesday, November 3, 2026

BEO-1042 Leadership Summit Breakfast · Quarlstone Freight Partners

ROOM **Salon B** EXP 80 · GTD 75 · Set 78 Setup 6:00 AM · Call 5:00 AM · Start 7:00 AM · End 8:30 AM · Strike 9:00 AM
 SETUP STYLE **Rounds of 8** SERVICE **Buffet** SPECIAL MEALS **3 vegetarian**

Captain 1 · 5:00 AM – 9:30 AM	1 Luis Echeverría	
Server 3 · 5:00 AM – 9:30 AM	1 Hannah Okonkwo 3 Imani Carter	2 Owen Tanaka
Busser 1 · 5:30 AM – 9:30 AM	1 Sofia Lindqvist	
Houseman 1 · 6:00 AM – 9:00 AM	1 Kofi Mensah	
10 TASKS · BEO review and walk-through · light chafers · replenish buffet · counts and sign-off · set buffet line · final checks and head count to kitchen · strike · pre-shift line-up · client check-in · break down chafers NOTES Breakfast buffet cleared by 8:45 AM; general session follows in Salon A (no F&B)		

BEO-1042 Leadership Summit Lunch · Quarlstone Freight Partners

ROOM **Salon B** EXP 80 · GTD 75 · Set 78 Setup 11:00 AM · Call 10:00 AM · Start 12:00 PM · End 1:30 PM · Strike 2:00 PM
 SETUP STYLE **Rounds of 8** SERVICE **Plated** COURSES **2** SPECIAL MEALS **3 vegetarian, 1 vegan**

Captain 1 · 10:00 AM – 2:30 PM	1 Dorian Whitlock	
Server 3 · 10:00 AM – 2:30 PM	1 Chloe Nakamura 3 Nina Abernathy	2 Jamal Whitaker
Busser 1 · 10:30 AM – 2:30 PM	1 Ethan Rourke	
Houseman 1 · 11:00 AM – 2:00 PM	1 Victor Halvorsen	
8 TASKS · BEO review and walk-through · client check-in · strike · pre-shift line-up · course service · counts and sign-off · final checks and head count to kitchen · course service		

BEO-1046 Calder Bay Members Credit Union Fiesta Night · Calder Bay Members Credit Union

ROOM **Terrace** EXP 140 · GTD 130 · Set 134 Setup 3:00 PM · Call 3:00 PM · Start 6:00 PM · End 9:00 PM · Strike 10:30 PM
 SETUP STYLE **Rounds of 8 with patio heaters** SERVICE **Buffet** BARS **1 cash** SPECIAL MEALS **5 vegetarian, 1 halal**

Captain 1 · 4:00 PM – 10:00 PM	1 Priya Ramanathan	
Server 5 · 4:00 PM – 10:00 PM	1 Rafael Ortega 3 Riley Castellanos 5 Grace Lindholm	2 Jordan Ellsworth 4 Mateo Ferreira
Bartender 2 · 4:45 PM – 9:45 PM	1 Elena Petrova	2 Maya Desrosiers
Barback 1 · 4:45 PM – 9:45 PM	1 Caleb Mwangi	
Busser 1 · 4:30 PM – 10:00 PM	1 Tessa Fairbanks	
Houseman 2 · 3:00 PM – 10:30 PM	1 Diego Santana	2 Marcus Bell
CAPTAINS Dorian Whitlock (Lead) 13 TASKS · BEO review and walk-through · pre-shift line-up · client check-in · strike · counts and sign-off · set buffet line · light chafers · replenish buffet · break down chafers · set bar · final checks and head count to kitchen · bar service · bar close and inventory NOTES Heaters lit by 5:30 PM; rain plan Salon A, decision by 12:00 PM day of		