

**Head Office Business Card Policy**

Head Office is responsible for maintaining stock of our company business cards. The following inventory must be retained at all times:

1. Business Cards for all Salaried Managers at P&P Gifts
2. Pure Event Design Business Cards for Julie Drago
3. Generic Corporate Business Cards
4. Business Cards for Erin Breckbill
5. Business Cards for Diane Kolodziej
6. Business Cards for Dino Cavalluzzo
7. Business Cards for Peter Eliopoulos
8. Business Cards for Cathy Sampogna
9. Corporate Business Cards for Gian Paolo Capra, Nicole Zeiner and Jackie Van Hoorn
10. Peter & Paul’s Event Catering Business Cards for Laurie Bernardi
11. Business Cards for S4 (rep TBD by Dina)
12. Business Cards for a social sales rep at each of the venues to include:

    \* Paramount: Mario Savo
    \* Universal: Frank D'Arpino
    \* Bellagio: Nick Papa
    \* The Manor: Zach Heide
    \* The Vue: Dave Bussoli
    \* The Clubhouse: Dave Bussoli
    \* Savoy: Keisha Edward

Head Office is responsible for displaying the following business cards on the Head Office Reception Desk:

1. Business Cards for all Salaried Managers at P&P Gifts
2. Pure Event Design Business Cards for Julie Drago
3. Generic Corporate Business Cards
4. Business Cards for Cathy Sampogna
5. Business Cards for Erin Breckbill
6. Business Cards for Diane Kolodziej
7. Business Cards for Dino Cavalluzzo

Head Office is responsible for displaying the following business cards in the front entrance vestibule wall mounts:

1. Business Cards for a social sales rep at each of the venues
    \* Paramount: Mario Savo
    \* Universal: Frank D'Arpino
    \* Bellagio: Nick Papa
    \* The Manor: Zach Heide
    \* The Vue: Dave Bussoli
    \* The Clubhouse: Dave Bussoli
    \* Savoy: Keisha Edward
2. Peter & Paul’s Event Catering Business Cards for Laurie Bernardi
3. Business Cards for an S4 rep (Dina to advise of the rep, TBD)

Business card displays must be maintained (well stocked, neat and orderly) on an ongoing basis by the Head Office receptionist.

As business card stock diminishes the Head Office receptionist is required to maintain the necessary inventory of cards. Re-ordering to be coordinated directly with the individual(s) whom cards are out of stock (if the employee is not directly employed by your company). If the employee is employed at your location, the GM at your location is responsible for coordinating the order directly with Engine8.

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*Revised September 21, 2017 Diane Kolodziej*