

**Business Card Policy**

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

1. Venue Business Cards (for all on-site managers at your venue)
2. Generic Corporate Business Cards
3. Business Cards for Erin Breckbill
4. Business Cards for Diane Kolodziej
5. Business Cards for Dino Cavalluzzo
6. Business Cards for Peter Eliopoulos
7. Business Cards for Cathy Sampogna
8. Corporate Business Cards for Gian Paolo Capra, Nicole Zeiner and Jackie Van Hoorn
9. Peter & Paul’s Event Catering Business Cards for Romy Jolly and Laurie Bernardi
10. Peter & Paul’s Gifts Business Cards for Anna Eliopoulos
11. Pure Event Design Business Cards for Julie Drago
12. Business Cards for S4 (either Alessandra Schembri or Gary Bairos TBD based on the venues rep)
13. Business Cards for a social sales rep at each of the other venues (for example, Paramount to maintain stock of Frank’s cards at Universal, Zach’s cards at The Manor, Dave’s cards at The Vue/The Clubhouse, Nick’s cards at Bellagio and Keisha’s cards at Savoy)

Each venue is responsible for displaying the following business cards in their front lobby/reception:

1. The GM’s Business Cards (for your venue)
2. Sales Associates Business Cards (for your venue)
3. Detailer(s) Business Cards (for you venue)
4. The Executive Chef’s Business Cards (for your venue)
5. Generic Corporate Business Cards
6. Business Cards for Erin Breckbill
7. Business Cards for Diane Kolodziej
8. Peter & Paul’s Gifts Business Cards for Anna Eliopoulos
9. Pure Event Design Business Cards for Julie Drago
10. Peter & Paul’s Event Catering Business Cards for Laurie Bernardi
11. Business Cards for S4 (either Alessandra Schembri or Gary Bairos TBD based on the venues rep)

Each venue is responsible for displaying the following business cards at their bars/coat check:

1. The GM’s Business Cards (for your venue)
2. Sales Associates Business Cards (for your venue)
3. Business Cards for Dino Cavalluzzo
4. Generic Corporate Business Cards
5. Peter & Paul’s Gifts Business Cards for Anna Eliopoulos
6. PPure Event Design Business Cards for Julie Drago
7. Peter & Paul’s Event Catering Business Cards for Laurie Bernardi
8. Business Cards for an S4 rep

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

As business card stock diminishes the venues receptionist is required to notify their GM for re-ordering. 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*