

MEETINGS CALENDAR 2024

Period End / Month	31st	29th	31st	30th	31st	30th	31st	31st	30th	31st	30th	31st	
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Morning Prayers in the lobby at 10am	Every Day	Every Day	Every Day	Every Day	Every Day	Every Day	Every Day	Every Day	Every Day	Every Day	Every Day	Every Day	
Function Sheet / Ops Meeting - 3.00pm	Every Wednesday	Every Wednesday	Every Wednesday	Every Wednesday	Every Wednesday	Every Wednesday	Every Wednesday	Every Wednesday	Every Wednesday	Every Wednesday	Every Wednesday	Every Wednesday	
Department Team Meetings	Each Department every month	Each Department every month	Each Department every month	Each Department every month	Each Department every month	Each Department every month	Each Department every month	Each Department every month	Each Department every month	Each Department every month	Each Department every month	Each Department every month	
Revenue, Sales & Credit Meeting 10.30am	Weekly conference call	Weekly conference call	Weekly conference call	Weekly conference call	Weekly conference call	Weekly conference call	Weekly conference call	Weekly conference call	Weekly conference call	Weekly conference call	Weekly conference call	Weekly conference call	
HOD Meeting 1pm				25th					26th	No Planned Meetings			
H&S/Green Update Meeting		TBC			TBC			TBC					
Staff Committee Update Meeting 1pm		22nd				11th							
Xmas Meeting 1pm		TBC			TBC			TBC	TBC				TBC
DM / Heartbeat Meeting	TBC		TBC		TBC		TBC		TBC				
Ops Department Reviews	TBC						TBC						
GM Department Reviews	23rd/24th						9th/10th						

Function Sheet / Ops Meeting (Wednesday) - M&E Sales, Ops, F&B, Kitchen - Location TBC on day
 Department Team Meetings - each department to have their own team meeting each month - minutes to HR for sign off
 Revenue, Sales & Credit Meeting held conf call with RMH as per email calendar - emailed invites.
 HOD Meeting - All HOD's to attend
 Heartbeat, H&S/Green Update Meeting - All HOD'S to attend
 Staff Committee Meeting - All team members to attend
 Xmas Meeting - Open to all HOD's, mandatory for Ops, , Kitchen & M&E Sales. Stacey to confirm dates for each
 Duty Manager meeting-All Duty Managers to attend
 GM Dep Reviews - Ops, Sales, Rev, HR & Woodland