Subject: Revisions for 2nd quarter Pavilion Report from Scott's JLS
Date: Tuesday, June 9, 2015 at 2:13:37 PM Pacific Daylight Time
From: Kelly Hodgins
To: Jennifer Koidal
CC: Ramiro Carabez, Liz Gallagher

reviewed

Hi Jenni,

Per our discussion two weeks ago I am putting our updated pavilion counts in writing.

We have added 3 new pavilion events for the month of June

Marcus Johnson's Celebration of Life **6/11** 1:00-4:00pm

Mechanical Contractors **6/18** 3-9:00pm

Arc of Alameda County **6/26** 5:00-11:45pm

We also cleaned the carpets in the restaurant last Monday, **6/1**, including the pavilion carpets.

We laid out the Persian carpets in the Pavilion to wash and dry them on this day.

On **May 10th** we did not use the pavilion for the scheduled Mother's Day event.

Sincerely,

Kelly Hodgins

Catering Sales Director

Scott's Jack London Square

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April 2015

Day of Week	Event name	Date	Set up begin	Set up end time	Event Begin	Event End	Take down	Take down end	Event Hours	Total Hours	Guests	
Thursday	NAACP Service Awards Dinne	4/9/15	15:00	18:30	19:00	23:00	23:00	1:00	4:00	9:00	200	
Saturday	Cindy & Bernardo's Wedding	11-Apr	11:00	14:15	14:15	21:15	21:15	23:15	7:00	12:15	240	
Saturday	Alcosta WHO	18-Apr	8:30	11:30	11:30	14:30	14:30	16:30	3:00	8:00	250	
Saturday	Crocker Highlands Fundraiser	18-Apr	15:00	18:00	18:00	0:00	0:00	2:00	6:00	11:00	300	
Saturday	Trenza 20th Anniversary Dinner	25-Apr	15:00	18:00	18:00	0:00	0:00	2:00	6:00	11:00	150	
Sunday	St. Martin de Porres	26-Apr	9:00	12:00	12:00	18:00	18:00	20:00	6:00	11:00	200	
												#DIV/0!
Totals	6									62.15	1340	

May 2015

Day of Week	Event name	Date	Set up begin	Set up end time	Event Begin	Event End	Take down	Take down end	Event Hours	Total Hours	Guests	
	Harbor House Ministries	2-May	13:00	16:00	16:00	23:00	23:00	1:00	7:00	12:00	200	
	Safe Passages 20th Anniversary	7-May	15:00	18:00	18:00	0:00	0:00	2:00	6:00	11:00	250	
	Steve Rayburn Retirement Party	8-May	15:00	18:00	18:00	23:00	23:00	1:00	5:00	10:00	150	
	Anderson & Bezaitis Wedding	9-May	15:00	18:00	18:00	0:00	0:00	2:00	6:00	11:00	200	
Cancel	Mother's Day	10-May	7:00	9:00	9:00	17:00	17:00	19:00	8:00	12:00	300	
	East Bay Chapter CPA	19-May	14:00	17:00	17:00	20:00	20:00	22:00	3:00	8:00	175	
	ACBA VLSC JUSTICE FOR ALL: CELEBRATING PRO BONO	21-May	15:00	18:00	18:00	23:00	23:00	1:00	5:00	10:00	200	
	Herbert and Amerae's Wedding	23-May	15:00	18:00	18:00	0:00	0:00	2:00	6:00	11:00	150	
	Wardrobe for Opportunity's Sprint to Success Soiree	29-May	15:00	18:00	18:00	23:00	23:00	1:00	5:00	10:00	250	
	Katherine and Vic's Wedding	30-May	13:30	16:30	16:30	23:30	23:30	1:30	7:00	12:00	100	
												#DIV/0!
Totals	10									107	1,975	#DIV/0!

June 2015

Day of Week	Event name	Date	Set up begin	Set up end time	Event Begin	Event End	Take down	Take down end	Event Hours	Total Hours	Guests	
Saturday	See Jane Run-Trade Show	20-Jun	6:00	9:00	9:00	18:00	18:00	20:00	9:00	14:00	2000	
Saturday	Henry & Graves Wedding	27-Jun	15:00	18:00	18:00	0:00	0:00	2:00	6:00	11:00	120	
		11-Jun							0:00	0:00		
									0:00	0:00		
		18-Jun							0:00	0:00		
									0:00	0:00		
		26-Jun							0:00	0:00		
									0:00	0:00		
		1-Jun										#DIV/0!
Totals	2									25	2,120	#DIV/0!