

Abstract

Royal Thai Navy Convention Hall is a part of Royal Thai naval welfare, There are banquet room that open to public for leasing. Banquet room were occasionally used to organize an event. Those event are wedding ceremony, celebration party, conference and so on. We as the Organizer are providing services such as employing trainee as in the position of waiter. Moreover we are responsible for arranging the event and preparation of meal in culinary division.

Refer from random survey by committee. They acknowledge from the problem. One of them occur by how to arrangement include process for sourcing documents by marketing teams make difficult process. This is the result from made the decision to made the handbook include reprint the new one in type of word programing paper A4 size. And they are recheck the correct datas from professors and staffs. So that they are complete more than old one.

Therefore we as the organizer had establish a project "Standard of Sales of Handbook for Royal Thai Navy Convention Hall". Our objective are to aim to enable our employee to learn knowledge and understanding procedure, to help develop and establish a consumer management. This project is goal to gather all information related to operational detail for trainee and new employee from marketing division.

Key words : Services / Catering / Information