

MEETINGS CALENDAR 2025

Period End / Month	31st	28th	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
Monthly Rev Max Meeting	23rd	20th	20th	24th	22nd	19th	22nd	21st	25th	23rd	20th	18th
HOD Meeting 1pm		21st							26th	No Planned Meetings		
H&S/Green Update Meeting		TBC			TBC			TBC				
Staff Committee Update Meeting 1pm		25th				17th						
Xmas Meeting 1pm		TBC			TBC			TBC	TBC			
DM / Heartbeat Meeting	TBC		TBC		TBC		TBC		TBC	No Planned Meetings		
Ops Department Reviews	TBC						TBC					
GM Department Reviews	W/C 27th			W/C 28th			W/C 28th		W/C 27th			

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.
 Monthly Rev Max Meeting - Martyn, Janette and Revenue Office, meeting room with projector
 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