



Hospitality Division

Our hospitality division is headed by a British Professor of Hotel management in a leading Turkish university. After a successful international career in Hospitality Management managing hotels in the Channel Islands, Zambia, South Africa and Rhodesia/Zimbabwe, Turkey, Cyprus and Azerbaijan he returned to one of the leading Turkish university as a professor.

Any or all of the following services are available and specific quotations will be provided upon request.

Scope of Services

OPERATING PROPERTIES:

Management	Hotel Inspections and Reporting
Staff Training	Management Development
Forensic Management	Staff Recruitment
Preparation of operating policies	Preparation of operating manuals
Procurement	Re-Branding

NEW BUILD OR CONVERSION

PHASE 1 (3-4 months)

Prepare the Feasibility Study (Bankable Report).

The following items would be undertaken simultaneously on completion of the Feasibility Study.

1. Source and advice on potential financing packages.
2. Source, review and recommend **franchise** and/or **management contract** Opportunities and assist in negotiation of optimum deal for client.

Each of the following phases are dependent on the determination of the management of the operation. If an international management or franchise company is chosen liaison and coordination with that company's technical services department will be provided to ensure the client's best interests.

PHASE II (3-4 months)

1. Concept Development & Planning

- Advise on selection of Interior Designer
- Formulation of outlet concepts and names
- Review Guest room layouts
- Review Kitchen, Restaurant and Public Area layouts
- Review space planning and circulation

2. Management Services and Technical Assistance

- Revise project, pre-opening and operational budgets
- Arrange for major equipment bids and recommend Management systems

for

- Front Desk and Accounting
- Food & Beverage Point of Sale (POS)
- Personnel systems
- Telephone systems
- Other: Television, locks, security, sounds etc.

Review and approve design for furniture, fixtures and equipment

PHASE III (Must start at least 1 year before opening).

Commence **Procurement** operation for FF&E and major operating equipment.

PHASE IV (Approx 3 months prior to opening)

Supervise **installation** of FF&E, technical installation, control and Inspection

(This includes all non-architectural finishing, such as wall-covering, carpets, fitting of Furniture, drapery, artwork and accessories for rooms and public areas)

PHASE V (approx 6-9 months through to 1 month after opening)

Prepare operating supplies budget and recommend and purchase items all departments

Review insurance bids and make recommendations to owner

Prepare first year budget.

Prepare operating policies (if not provided)

Prepare operating manuals (if not provided)

Insure timely issuance of all operating licenses

Assist in selection and appointment of General Manager

Assist in Pre-opening staff recruitment

Prepare and implement pre-opening staff training program

Provide input on all food and beverage items/menu design etc.

Assist accounting staff in setting up administration procedures and accounting

Arrange for security review

Finalize operating procedures

Product testing and standardized recipe cards

Finalize supplies list

Review maintenance service contracts

Review and approve uniform designs

Specify guest amenity program

Review and approve graphic design package

Supervise computer hardware and software installation training and commissioning

Prepare operational plan

Finalize staffing guide