



**Joliet Junior College
Request for Proposal**

**Professional Services:
Renaissance Center Banquet Operation
Comprehensive Business Plan**

Issue Date: March 10, 2014

RFP Submission Address:

Director of Business & Auxiliary Services
Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

Three (3) complete hard copies (bound) of the proposal and one (1) complete electronic copy (via CD/DVD or other data storage device) must be received by:

4:00 pm CST on March 26, 2014

Late proposals and proposals and proposals sent by facsimile will not be accepted.

Director of Business and Auxiliary Services**Background**

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 17,706 full time and part time students enrolled in Spring 2013 classes on its main campus located within the city of Joliet, and its five extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

Vision Statement

Joliet Junior College, the nation's first public community college, will be a leader in teaching and learning, and the first choice for post-secondary education.

Mission Statement

Joliet Junior College enriches people's lives through affordable, accessible, and quality programs and services. The college provides transfer and career preparation, training and workforce development, and a lifetime of learning to the diverse community it serves.

Project Background

The Renaissance Center is located in downtown Joliet. In its current state, it functions as a learning lab for Joliet Junior College's Culinary Arts program. Students prepare fare for weekly a la carte/ buffets and Friday Night Out Dinners. These events are open to the public.

The Renaissance Center also operates as a banquet facility for large social events and meetings.

Joliet Junior College's food service staff provide front and back of the house support inclusive of food preparation for the banquet events.

JJC foodservice staff manages all social and Culinary Arts events.

Specifically, the staff is tasked with the following:

- Generating business for the banquet facility and operational support for the Culinary Arts program
- Procuring food, beverages, and, and supplies.
- Providing production space and equipment for Culinary Arts program
- Maintaining the facility and equipment
- Marketing Culinary Arts events
- Providing service, set-up and clean-up for all events

Director of Business and Auxiliary Services

The Renaissance Center will undergo major renovations in the coming months. This renovation coincides with the construction of Joliet Junior College's new City Center Campus which will house our signature culinary arts program (learning labs and restaurant), and other key programs such as adult education, workforce development, and of course, our signature culinary arts program. The tentative scheduled completion date is Fall of 2016.

Effective July 1, 2014, the Renaissance Center will remain open to support the Culinary Arts students but will stop hosting large-scale social events.

Front and back of house staff will provide front and back of the house support for Culinary Arts' weekly events and production classes.

For large social events, the Renaissance Center will fulfill its obligations for those social events currently booked through December 2014, but not accept reservations for any new events until construction is complete.

Once construction is complete, the Renaissance Center will operate as an events venue for large social events (weddings, proms, reunions, etc.) with event hosts to bringing in their own caterers.

A critical component of the new banquet operation is the integration of the Culinary Arts and Hospitality academic programs into the Renaissance Center facility.

Additional Relevant Information

Staffing, meeting room specifications/ rates, financial statements, and event booking information can be found in the attachments.

Attachment A: Banquet and meeting room specifications and rates

Attachment B: Current and proposed staffing

Attachment C: Financial Statements

Attachment D: Event Bookings

Information regarding menus and special events can be found on the JJC website at:
<http://www.jjc.edu/about/community-interests/renaissance-center/Pages/about-us.aspx>

Scope of Services

Joliet Junior College is seeking proposals for the development of a comprehensive business plan for the future Renaissance Center banquet operation.

The completed business plan should include the following:

- 1) Description of the Business
 - a) Service Offerings
 - b) Methodology for integrating Culinary Arts and Hospitality Programs within the banquet operation
 - c) Staffing
 - d) Roles and responsibilities for:
 - i. Joliet Junior College staff
 - ii. Joliet Junior College Culinary Arts and Hospitality students (and faculty)
 - iii. Hosts
 - iv. Caterers
 - e) Event booking process
 - f) Procurement procedures
 - g) Inventory control
 - h) Menu planning/development
 - i) Facilities procedures
 - j) Financial management/cost control systems

- 2) Marketing
 - a) Analysis
 - b) Segmentation
 - c) Communication Plan
 - d) Pricing

- 3) Financial Modeling
 - a) Profit and loss statement
 - b) Breakeven Analysis

- 4) Implementation Timeline with milestones



The selected firm/consultant will report directly to the Director of Business and Auxiliary services.

Response Requirements:

- 1) Cover Letter
Proposals shall begin with a letter of introduction including the official name and address of the Vendor submitting the proposal, and the name, address and telephone number of the person(s) who will be assigned to this project.
- 2) Narrative Response
 - a) Service Summary: This should provide a description of the key points of your proposal, **with examples of sample output or reports.**
 - b) Qualifications: Provide background information for selected consultant, including location of office.
 - c) Earliest date consultant is available.
 - d) Fees/Costs: Provide information pertaining to fees or costs associated with your proposal; including, hourly rates, travel, and reimbursables.
 - e) Additional information that you believe pertinent to Joliet Junior College's requirements.
- 3) References:
List names, titles, addresses, and phone numbers of key contacts for at least 5 existing customers for which you conducted similar projects.

Questions and Clarification:

Questions must be submitted in writing to purchasing@jjc.edu no later than 4:00pm on March 17, 2014. Questions will be addressed in an addendum which will be posted to the JJC website (<http://www.jjc.edu/about/operational/business-auxiliary/purchasing/Pages/current-solicitations.aspx>).

Delivery of Response:

Please provide three (3) complete hard copies (bound) of the proposal and one (1) complete electronic copy (via CD/DVD or other data storage device).

Deadline for receipt of response is 4:00 pm CST on March 26, 2014.

Responses in a sealed box or envelope plainly marked with the notation: **Renaissance Center Banquet Operation Comprehensive Business Plan** should be directed to:

Janice Reodus
Director of Business and Auxiliary Services
Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

The historic Renaissance Center

Meeting Room Specifications and Rates

Amoco Room - \$100.00 Room Fee without food/\$85.00 with food service

Total Room - 26' x 16' = 415 sq. ft.
Tables & Chairs 28 people
Chairs only 59 people
Standing Room 139 people

Amerifed Room - \$250.00 Room Fee without food/\$150.00 with food service

Total Room - 30' x 50' = 1,536 sq. ft.
Tables & Chairs 102 people
Chairs only 219 people
Standing Room 500 people

East Side only - 30' x 29' = 870 sq. ft.

Tables & Chairs 49 people
Chairs only 124 people
Standing Room 290 people

West Side only - 30' x 20' = 600 sq. ft.

Tables & Chairs 49 people
Chairs only 86 people
Standing Room 200 people

Patio - \$400.00 Room Fee

Total Room - 35' x 35' = 1,280 sq. ft.
Tables & Chairs 85 people
Chairs only 182 people
Standing Room 426

Dining Room - \$175.00 Room Fee without food/\$100.00 with food service

Total Room - 34' x 34' = 1,146 sq. ft.
Tables & Chairs 77 people
Chairs only 165 people
Standing Room 358

With only exit maximum occupancy is 49 people

Napoleon Room - \$150.00 Room Fee without food/\$85.00 with food service

Total Room - 33' x 30' = 774 sq. ft.
Tables & Chairs 51 people
Chairs only 110 people
Standing Room 258

Both exits shall remain clear. If only 1 exit maximum occupancy is 49 people

Grand Ballroom - Weekday \$500.00 rate without food/ Weekend rate without food \$1,250

\$400.00 with food service (Setup requirements of room may add additional fees)
Total Room - 136' x 45' = 5,930 sq. ft.
Tables & Chairs 500 people
Chairs only 500 people
Standing room 500 people
Max occupancy is based on only 2 exits

The following Audio Visual Equipment is available upon request:

Proxima with Projector & Screen
Overhead Projector

Laptop Computer
Wireless Internet Access

Microphones
Lavalieres

updated 1/1/13

214 North Ottawa Street
Joliet, IL 60432
Catering Office: (815) 280-1404



RENAISSANCE CENTER OPERATIONS STAFF

CURRENT

- One (1) Full-Time Executive Chef
- One (1) Full- Time Supervisor (responsible for sales, event execution, and front of house staff)

Part-time Staff

- One (1) Sous Chef
- Six (6) Cooks
- Five (5) Utility Workers
- 27 Banquet Staff
- Six(6) Housemen
- Two (2) Restaurant Staff
- One (1) Administrative Assistant
- One (1) Bookkeeper

BEGINNING JULY 1, 2014

- One (1) Full –Time Supervisor
- One (1) Part-Time Sous Chef
- Part-time Front and Back of House Staff as needed for seven (7) scheduled social events and for , Culinary Arts Classes and Events

AUX. ENTERPRISES
EXPENSES

2011-12 2012-13 2013-14
ACTUAL BUDGET BUDGET

L J RENAISSANCE CNTR				
214 N. OTTAWA/RESTAURANT				
0567-202-511.000	ADMIN. SALARIES	28,735	33,013	67,214
0567-202-512.000	PROF/TECH SALARIES	63,935	64,645	65,809
0567-202-512.110	P.T. PROF TECH	80,090	79,823	81,032
0567-202-516.110	P.T. CLERICAL	27,608	39,852	40,581
0567-202-517.000	SERVICE STAFF	45,558	51,900	46,000
0567-202-517.204	SALARIES-COOKS	55,680	61,588	60,000
0567-202-517.205	SAL-KITCHEN UTILITY	38,429	42,741	40,000
0567-202-517.206	SAL-HOSTESS CASHIER	516	0	0
0567-202-517.207	SAL-TIPPED REST WAIT STAFF	5,086	4,875	6,000
0567-202-517.208	SAL-TIPPED BANQUET WAIT STAFF	16,011	27,336	20,000
0567-202-517.209	SAL-RESTAURANT BUS STAFF	0	839	0
0567-202-517.210	SAL-BANQUET BUS STAFF	9,343	13,402	15,000
0567-202-517.211	SAL-NONTIP REST WAIT STAFF	1,123	1,300	1,323
0567-202-517.212	SAL-BARTENDERS	5,623	9,820	6,000
0567-202-517.230	GRATUITY	1,299	0	0
0567-202-518.010	SAL-STU EMPLOYEES W/	0	0	2,000
0567-202-519.024	OVERTIME ALLOCATION	3,013	0	0
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	SUBTOTAL SALARIES	382,049	431,134	450,959
0567-202-521.000	EMPLOYEE BENEFITS	29,078	33,300	47,867
0567-202-534.201	MAINT. SC-EQUIPMENT	3,558	6,000	6,000

		AUX. ENTERPRISES EXPENSES		
		2011-12 ACTUAL	2012-13 BUDGET	2013-14 BUDGET
INDEPENDENT OPERAT.				
L J RENAISSANCE CNTR				
214 N. OTTAWA/RESTAURANT				
0567-202-539.000	CONT.SC-OTHER	4,950	3,500	2,400
0567-202-539.201	OTHER CONT.-LICENSES	3,125	3,500	3,500
0567-202-541.000	OFFICE SUPPLIES	2,388	2,500	2,500
0567-202-543.044	SUPPLS CENTRL STORES	258	648	400
0567-202-543.203	SERVICE SUPPLIES	3,004	6,000	8,000
0567-202-543.215	NON FOOD SERVICE SUPPLIES	45,761	46,015	40,000
0567-202-544.022	POSTAGE	237	800	300
0567-202-547.000	ADVERTISING	14,317	15,000	13,000
0567-202-547.201	ADVERT & PROMOTION	451-	0	0
0567-202-548.000	RESALE SUPPLIES	222,931	230,309	227,601
0567-202-548.001	COST OF SALES	624-	0	0
0567-202-548.005	COST OF BEVERAGE SALES	835-	0	0
0567-202-548.203	RESALE SUP-LIQUOR	9,000	12,000	10,000
0567-202-548.204	RESALE SUP-BEER/WINE	19,145	24,000	24,000
0567-202-548.205	RESALE SUP.-SODA/MIX	2,833	3,000	3,500
0567-202-549.203	CHINA & GLASSWARE	709	2,000	1,000
0567-202-549.208	LINENS AND UNIFORMS	164	500	500
0567-202-554.000	TRAVEL-RECRUITMENT	636	600	600
0567-202-561.000	RENTAL-FACILITIES	38,950	38,950	38,950
0567-202-562.000	RENTAL-EQUIPMENT	0	500	500
0567-202-569.202	DEPRECIATION	15,918	0	0
0567-202-569.206	OTH FX CHG-LINEN RNT	22,101	22,600	24,000
0567-202-575.000	TELEPHONE	177	500	200
0567-202-585.000	EQUIPMENT-OFFICE	0	12,000	0
0567-202-594.000	FIN CHRGS & ADJSTMTS	399	600	300
0567-202-594.001	BANK CHARGES	73	200	100
0567-202-594.418	CRDIT CARD CHRGS	4,315	6,000	6,000
0567-202-599.201	CRED. CARD DISCOUNTS	0	50	50
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TOTAL	214 N. OTTAWA/RESTAURANT	824,166	902,206	912,227
TOTAL	L J RENAISSANCE CNTR	824,166	902,206	912,227

JOLIET JUNIOR COLLEGE
STATEMENT OF REVENUES & EXPENSES
RENAISSANCE CENTER
For the Month Ending January 31, 2014

	<u>CURRENT MONTH</u>	<u>CURRENT YEAR TO DATE</u>	<u>PRIOR YEAR MONTH</u>	<u>PRIOR YEAR TO DATE</u>
REVENUE				
BANQUET SALES	\$ 5,760.91	\$ 100,868.32	\$ 6,772.56	\$ 135,001.74
MEETING ROOM SALES	\$ 779.10	\$ 8,169.60	\$ 289.10	\$ 11,560.37
DINING ROOM SALES	\$ 5,735.70	\$ 81,328.73	\$ 7,232.41	\$ 84,289.31
CLUB MEETING SALES	\$ 1,266.66	\$ 11,576.06	\$ 1,782.05	\$ 10,608.39
LIQUOR SALES	\$ 794.32	\$ 34,414.27	\$ 3,930.51	\$ 52,713.43
CHARGEBACK TO CA PROGRAM	\$ 1,000.00	\$ 7,000.00	\$ 1,000.00	\$ 7,000.00
OTHER REVENUE	\$ 215.14	\$ 2,880.46	\$ 81.74	\$ 3,782.99
SUBTOTAL	<u>\$ 15,551.83</u>	<u>\$ 246,237.44</u>	<u>\$ 21,088.37</u>	<u>\$ 304,956.23</u>
LESS:				
COST OF GOODS SOLD (FOOD)	\$ 11,785.95	\$ 115,652.22	\$ 3,392.68	\$ 110,282.40
COST OF GOODS SOLD (BEVERAGES)	<u>\$ 137.69</u>	<u>\$ 11,440.67</u>	<u>\$ 319.72</u>	<u>\$ 13,407.29</u>
GROSS MARGIN	\$ 3,628.19	\$ 119,144.55	\$ 17,375.97	\$ 181,266.54
COST OF FOOD SALES	92.34%	59.68%	21.49%	47.97%
COST OF BEVERAGE SALES	17.33%	33.24%	8.13%	25.43%
EXPENDITURES				
SALARIES	\$ 18,640.20	\$ 224,075.43	\$ 16,287.72	\$ 218,504.72
EMPLOYEE BENEFITS	\$ 3,929.78	\$ 27,547.76	\$ 2,731.76	\$ 19,167.81
SUBTOTAL	<u>\$ 22,569.98</u>	<u>\$ 251,623.19</u>	<u>\$ 19,019.48</u>	<u>\$ 237,672.53</u>
CONTRACTUAL SERVICES	\$ 2,317.67	\$ 5,797.47	\$ 1,161.38	\$ 6,606.71
MATERIALS AND SUPPLIES	\$ 3,553.69	\$ 27,855.53	\$ 5,988.45	\$ 36,234.36
TRAVEL	\$ -	\$ 215.27	\$ -	\$ -
FIXED CHARGES	\$ 5,375.84	\$ 42,127.76	\$ 4,565.09	\$ 36,318.17
UTILITIES	\$ 12.10	\$ 86.42	\$ 1.06	\$ 50.35
CONTINGENCY	\$ -	\$ -	\$ -	\$ -
OTHER	\$ 261.22	\$ 3,276.55	\$ 353.63	\$ 2,502.46
TOTAL EXPENDITURES	<u>\$ 34,090.50</u>	<u>\$ 330,982.19</u>	<u>\$ 31,089.09</u>	<u>\$ 319,384.58</u>
OPERATING PROFIT (LOSS)	<u>\$ (30,462.31)</u>	<u>\$ (211,837.64)</u>	<u>\$ (13,713.12)</u>	<u>\$ (138,118.04)</u>
TRANSFER FROM AUX ENTERPRISE FUN	<u>\$ 13,619.00</u>	<u>\$ 95,333.00</u>	<u>\$ 12,134.50</u>	<u>\$ 84,941.50</u>
LESS:				
CAPITAL OUTLAY	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET PROFIT (LOSS)	<u>\$ (16,843.31)</u>	<u>\$ (116,504.64)</u>	<u>\$ (1,578.62)</u>	<u>\$ (53,176.54)</u>

Event Bookings

Excluding: Closed, Cancelled
Group By Theme

1/1/2013 - 12/31/2013

Booked	Client/Organization	Event	Event Date	Guests	Theme	Reference
Unassigned						
11/10/2013	Paulette Bowman	E0082		NA		
7/18/2013	JJC Culinary Arts Depart	E0059	7/18/2013	0 (Pln)		Repeat Client
8/27/2013	Joliet Area Historical Mu	E0061	8/31/2013	100 (Pln)		Repeat Client
12/11/2013	JJC Culinary Arts Depart	E0084	12/11/2013	0 (Pln)		Repeat Client

Banquet

1/8/2013	Porfino/Guzman Banque	E0036	1/19/2013	189 (Act)	Banquet	Wedding Planner
1/14/2013	St. Mary's Immaculate S	E0038	2/9/2013	157 (Act)	Banquet	Repeat Client
2/27/2013	Joliet Area Historical Mu	E0050	4/6/2013	72 (Act)	Banquet	Repeat Client
3/27/2013	JJC Dept. of Adult Educa	E0053	5/21/2013	75 (Act)	Banquet	Repeat Client
4/11/2013	Joliet Montessori School	E0055	6/20/2013	100 (Act)	Banquet	
2/27/2013	Sunny Hill Nursing Home	E0050	6/21/2013	100 (Act)	Banquet	Repeat Client
7/10/2013	Joliet Area Historical Mu	E0059	8/15/2013	58 (Act)	Banquet	Repeat Client
1/14/2013	Rosie Lopez	E0041	8/31/2013	214 (Act)	Banquet	
6/3/2013	Joliet Central High Schoc	E0057	5/2/2014	300 (Pln)	Banquet	Repeat Client

Brunch Reservation

9/13/2013	Pricilla Huffman	E0066	9/22/2013	15 (Act)	Brunch Reservation	Wedding Planner
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Fundraiser

6/17/2013	The Renaissance Center	E0058	6/16/2013	171 (Act)	Fundraiser	Repeat Client
6/20/2013	Duffy Blackburn	E0058	6/20/2013	100 (Act)	Fundraiser	
3/7/2013	Joliet Area Historical Mu	E0051	10/5/2013	204 (Act)	Fundraiser	Repeat Client
3/7/2013	Witches Night Out/Unite	E0051	10/24/2013	300-400 (Pln)	Fundraiser	Repeat Client
10/4/2013	The Renaissance Center	E0080	10/24/2013	484 (Act)	Fundraiser	Repeat Client
10/3/2013	Joliet Area Community H	E0079	11/3/2013	350 (Act)	Fundraiser	Repeat Client
8/23/2013	Child Care Resource and	E0061	11/7/2013	100 (Act)	Fundraiser	Repeat Client
2/27/2013	Cornerstone Services	E0050	11/27/2013	390 (Act)	Fundraiser	Repeat Client
11/18/2013	Unity CDC	E0082	1/18/2014	160 (Act)	Fundraiser	Wedding Planner
9/11/2013	Irish American Society o	E0066	3/16/2014	100 (Pln)	Fundraiser	

1/4/2013	Joliet Rotary Club	E0030	2/5/2013	75-100 (Pln)	Meeting	Repeat Client
2/6/2013	JJC-Rotary	E0048	2/5/2013	1 (Pln)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0030	2/12/2013	75-100 (Pln)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0030	2/19/2013	75-100 (Pln)	Meeting	Repeat Client
2/20/2013	JJC-Rotary	E0048	2/19/2013	1 (Pln)	Meeting	Repeat Client
1/31/2013	JJC President's Office	E0047	2/22/2013	50 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0030	2/26/2013	75-100 (Pln)	Meeting	Repeat Client
2/27/2013	JJC-Rotary	E0050	2/26/2013	2 (Act)	Meeting	Repeat Client
1/14/2013	21st Century Kids Club	E0039	3/7/2013	20-25 (Pln)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0030	3/12/2013	75-100 (Pln)	Meeting	Repeat Client
3/13/2013	JJC-Rotary	E0052	3/12/2013	2 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	3/19/2013	75-100 (Pln)	Meeting	Repeat Client
2/25/2013	JJC/O-A-CM Meetings	E0048	3/19/2013	12 (Pln)	Meeting	Repeat Client
3/20/2013	JJC-Rotary	E0053	3/19/2013	2 (Act)	Meeting	Repeat Client
1/14/2013	ETC Facilitators	E0039	3/21/2013	30-40 (Pln)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	3/26/2013	75-100 (Pln)	Meeting	Repeat Client
3/27/2013	JJC-Rotary	E0054	3/26/2013	2 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	4/2/2013	65 (Act)	Meeting	Repeat Client
2/25/2013	JJC/O-A-CM Meetings	E0048	4/2/2013	12 (Pln)	Meeting	Repeat Client
3/7/2013	JJC Culinary Department	E0051	4/3/2013	20 (Pln)	Meeting	Repeat Client
1/8/2013	Workforce Investment B	E0036	4/8/2013	30 (Act)	Meeting	Repeat Client
4/5/2013	JJC Business & Auxiliary	E0054	4/8/2013	OPEN (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	4/9/2013	51 (Act)	Meeting	Repeat Client
3/27/2013	Joliet Area Historical Mu:	E0054	4/9/2013	4 (Act)	Meeting	Repeat Client
4/10/2013	JJC-Rotary	E0054	4/9/2013	2 (Act)	Meeting	Repeat Client
2/27/2013	Illinois Resource Center	E0050	4/10/2013	100 (Act)	Meeting	
3/27/2013	Joliet Area Historical Mu:	E0054	4/10/2013	18 (Act)	Meeting	Repeat Client
2/27/2013	Illinois Resource Center	E0050	4/11/2013	100 (Act)	Meeting	
3/27/2013	Joliet Area Historical Mu:	E0054	4/11/2013	12 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	4/16/2013	49 (Act)	Meeting	Repeat Client
4/17/2013	JJC-Rotary	E0055	4/16/2013	2 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	4/23/2013	59 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	4/30/2013	39 (Act)	Meeting	Repeat Client
5/1/2013	JJC-Rotary	E0056	4/30/2013	2 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	5/7/2013	45 (Act)	Meeting	Repeat Client
5/7/2013	JJC-Rotary	E0056	5/7/2013	2 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	5/14/2013	50 (Act)	Meeting	Repeat Client
4/30/2013	Child Care Resource and	E0056	5/14/2013	31 (Act)	Meeting	Repeat Client

1/14/2013	Joliet Rotary Club	E0041	9/10/2013	42 (Act)	Meeting	Repeat Client
9/3/2013	ETC Board of Directors	E0063	9/10/2013	10 (Act)	Meeting	Repeat Client
9/11/2013	JJC-Rotary	E0066	9/10/2013	1 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0041	9/17/2013	51 (Act)	Meeting	Repeat Client
9/24/2013	JJC-Rotary	E0067	9/17/2013	1 (Act)	Meeting	Repeat Client
7/23/2013	University of Illinois	E0060	9/20/2013	23 (Act)	Meeting	
1/14/2013	Joliet Rotary Club	E0043	9/24/2013	49 (Act)	Meeting	Repeat Client
9/16/2013	21st Century Institute	E0066	9/25/2013	50 (Act)	Meeting	Wedding Planner
1/14/2013	Joliet Rotary Club	E0043	10/1/2013	75-100 (Pln)	Meeting	Repeat Client
8/30/2013	WILCO	E0062	10/2/2013	42 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0043	10/8/2013	49 (Act)	Meeting	Repeat Client
10/9/2013	Child Care Resource and	E0080	10/9/2013	13 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0043	10/15/2013	42 (Act)	Meeting	Repeat Client
10/16/2013	JJC-Rotary	E0080	10/15/2013	1 (Act)	Meeting	Repeat Client
8/23/2013	University of Illinois	E0061	10/16/2013	28 (Act)	Meeting	
1/14/2013	Joliet Rotary Club	E0043	10/22/2013	57 (Act)	Meeting	Repeat Client
10/23/2013	JJC-Rotary	E0081	10/22/2013	1 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0043	10/29/2013	54 (Act)	Meeting	Repeat Client
10/30/2013	JJC-Rotary	E0081	10/29/2013	1 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0043	11/5/2013	47 (Act)	Meeting	Repeat Client
11/6/2013	First Midwest Bank	E0082	11/6/2013	43 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0043	11/12/2013	48 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0043	11/19/2013	46 (Act)	Meeting	Repeat Client
11/20/2013	JJC-Rotary	E0082	11/19/2013	1 (Act)	Meeting	Repeat Client
11/21/2013	Mechanical Concepts	E0083	11/20/2013	70 (Act)	Meeting	Refferal
10/21/2013	JJC President's Office	E0081	11/22/2013	50 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0044	11/26/2013	38 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0044	12/3/2013	46 (Act)	Meeting	Repeat Client
8/12/2013	21st Century Kids Club	E0060	12/5/2013	14 (Act)	Meeting	Repeat Client
1/8/2013	Workforce Investment B	E0036	12/9/2013	25 (Act)	Meeting	Repeat Client
3/7/2013	JJC President's Office	E0051	12/10/2013	30 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0044	12/17/2013	37 (Act)	Meeting	Repeat Client
10/1/2013	Joliet Rotary Club	E0074	1/7/2014	75-100 (Pln)	Meeting	Repeat Client
8/30/2013	WILCO	E0062	1/8/2014	24 (Act)	Meeting	Repeat Client
9/10/2013	Illinois Association of Scl	E0065	1/11/2014	100-150 (Pln)	Meeting	Repeat Client
10/1/2013	Joliet Rotary Club	E0074	1/14/2014	39 (Act)	Meeting	Repeat Client
12/10/2013	Cathedral Area Preserval	E0083	1/18/2014	100 (Act)	Meeting	Repeat Client
10/1/2013	Joliet Rotary Club	E0074	1/21/2014	38 (Act)	Meeting	Repeat Client

Seminar

1/16/2013	JJC Campus Police	E0045	2/5/2013	6-12 (Pln)	Seminar	Repeat Client
1/16/2013	JJC Campus Police	E0045	2/7/2013	6-12 (Pln)	Seminar	Repeat Client
1/29/2013	JJC Campus Police	E0047	2/12/2013	6-12 (Pln)	Seminar	Repeat Client
2/1/2013	JJC Campus Police	E0047	2/14/2013	6-12 (Pln)	Seminar	Repeat Client
4/10/2013	JJC Campus Police	E0055	4/23/2013	6-12 (Pln)	Seminar	Repeat Client
4/10/2013	JJC Campus Police	E0055	5/2/2013	6-12 (Pln)	Seminar	Repeat Client
7/2/2013	Joliet Area Historical Mu:	E0059	7/31/2013	15 (Act)	Seminar	Repeat Client
7/2/2013	Joliet Area Historical Mu:	E0058	8/1/2013	16 (Act)	Seminar	Repeat Client
8/23/2013	JJC Workforce Developm	E0061	10/29/2013	100 (Act)	Seminar	Repeat Client
10/30/2013	Illinois Resource Center	E0081	2/25/2014	150 (Pln)	Seminar	Repeat Client

Social

1/4/2013	The Renaissance Center	E0032	1/9/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center	E0032	1/16/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	JJC Foundation	E0036	1/22/2013	OPEN HOUSE (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center	E0032	1/23/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0036	1/25/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0045	1/29/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center	E0032	1/30/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0045	1/30/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0038	2/1/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0045	2/5/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center	E0032	2/6/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0045	2/6/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0038	2/8/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0045	2/12/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center	E0033	2/13/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0046	2/13/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0039	2/14/2013	Open (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0038	2/15/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0039	2/17/2013	Open (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0046	2/19/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center	E0033	2/20/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0046	2/20/2013	OPEN (Pln)	Social	Repeat Client

1/14/2013	The Renaissance Center E0039	5/3/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center E0034	5/8/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center E0040	5/10/2013	OPEN (Pln)	Social	Repeat Client
5/10/2013	The Renaissance Center E0056	5/10/2013	open (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center E0040	5/12/2013	Open (Pln)	Social	Repeat Client
4/12/2013	Joliet Chamber of Comm E0055	5/13/2013	65 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0034	5/15/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center E0040	5/19/2013	Open (Pln)	Social	Repeat Client
1/14/2013	Connie Sullivan/Bonnie E E0040	5/19/2013	63 (Act)	Social	
3/6/2013	Samantha Rutyna E0051	5/19/2013	62 (Act)	Social	
1/4/2013	The Renaissance Center E0034	5/22/2013	OPEN (Pln)	Social	Repeat Client
4/29/2013	Robin Buczko E0055	5/25/2013	100 (Act)	Social	Refferal
1/4/2013	The Renaissance Center E0034	5/29/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center E0034	6/5/2013	73 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0034	6/12/2013	108 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0034	6/19/2013	83 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0034	6/26/2013	118 (Act)	Social	Repeat Client
6/5/2013	Mestas Musicals E0057	6/26/2013	59 (Act)	Social	
6/25/2013	Parkview Christian Churc E0058	6/26/2013	47 (Act)	Social	Refferal
6/25/2013	Joliet Rotary Club E0058	6/27/2013	41 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	7/10/2013	110 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	7/17/2013	131 (Act)	Social	Repeat Client
7/10/2013	Joliet Area Historical Mu: E0059	7/17/2013	94 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	7/24/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	7/31/2013	89 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	8/7/2013	OPEN (Pln)	Social	Repeat Client
7/2/2013	Joliet Township Class of E0059	8/10/2013	100 (Act)	Social	Refferal
6/18/2013	Sharon Tweedle E0058	8/11/2013	58 (Act)	Social	Wedding Planner
6/18/2013	The Renaissance Center E0058	8/11/2013	25 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	8/14/2013	108 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	8/21/2013	80 (Act)	Social	Repeat Client
8/22/2013	The Renaissance Center E0061	8/23/2013	110 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	8/28/2013	175 (Act)	Social	Repeat Client
9/3/2013	The Renaissance Center E0064	9/3/2013	30 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center E0041	9/4/2013	107 (Act)	Social	Repeat Client
9/6/2013	The Renaissance Center E0064	9/6/2013	32 (Act)	Social	Repeat Client
9/3/2013	The Renaissance Center E0063	9/8/2013	12 (Act)	Social	Repeat Client
9/3/2013	Mike and Amanda Willia E0063	9/8/2013	23 (Pln)	Social	Wedding Planner

9/24/2013	The Renaissance Center	E0067	10/28/2013	11 (Act)	Social	Repeat Client
9/24/2013	The Renaissance Center	E0067	10/29/2013	19 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0042	10/30/2013	147 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0073	11/1/2013	21 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	11/4/2013	13 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	11/5/2013	22 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0042	11/6/2013	149 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0073	11/8/2013	26 (Act)	Social	Repeat Client
8/29/2013	The Renaissance Center	E0062	11/10/2013	63 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	11/12/2013	26 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0042	11/13/2013	142 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0073	11/15/2013	33 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	11/19/2013	19 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0043	11/20/2013	168 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0073	11/22/2013	43 (Act)	Social	Repeat Client
11/27/2013	The Renaissance Center	E0083	11/26/2013	21 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	12/2/2013	OPEN (Pln)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	12/3/2013	27 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0044	12/4/2013	118 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0073	12/6/2013	35 (Act)	Social	Repeat Client
12/12/2013	The Renaissance Center	E0084	12/10/2013	39 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0044	12/11/2013	162 (Act)	Social	Repeat Client
11/25/2013	Phil Scully	E0083	12/11/2013	16 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0074	12/13/2013	71 (Act)	Social	Repeat Client
10/23/2013	The Renaissance Center	E0081	12/15/2013	79 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0044	12/18/2013	228 (Act)	Social	Repeat Client
11/15/2013	Jolly Ramblers	E0082	12/18/2013	29 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	1/8/2014	85 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	1/15/2014	OPEN (Pln)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	1/22/2014	104 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	1/29/2014	67 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	2/5/2014	31 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	2/12/2014	OPEN (Pln)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	2/19/2014	OPEN (Pln)	Social	Repeat Client
9/25/2013	The Renaissance Center	E0068	2/23/2014	75 (Pln)	Social	Repeat Client
10/3/2013	Sylvia Klausegger	E0079	2/23/2014	30-40 (Pln)	Social	Walk In
9/27/2013	The Renaissance Center	E0069	2/26/2014	OPEN (Pln)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	3/5/2014	OPEN (Pln)	Social	Repeat Client

3/21/2013	Jade Cobren & Bill Taylo E0053	11/1/2013	147 (Act)	Wedding	Wedding Planner
9/10/2013	Jennifer Sundine and Jac E0065	3/22/2014	150 (Pln)	Wedding	Wedding Planner
6/3/2013	Jennifer Zierman and Jo: E0057	5/17/2014	150-200 (Pln)	Wedding	Wedding Planner
7/18/2013	Denise Burd and Bart Kii E0059	5/24/2014	150 (Pln)	Wedding	Wedding Planner
4/26/2013	Kirsten Gregory and Har E0055	5/25/2014	150 (Pln)	Wedding	Walk In
11/5/2013	Kim Welch and Nick Las: E0081	6/20/2014	100 (Pln)	Wedding	Wedding Planner
4/4/2013	Catherine Craig and Jose E0054	7/11/2014	100 (Pln)	Wedding	Wedding Planner
8/29/2013	Tiffany Parks and Omar E0062	7/18/2014	100 (Pln)	Wedding	Wedding Planner
2013 Price of \$70.45 Family Style Dinner					
3/18/2013	Joshua Brenczewski and E0053	9/20/2014	150 (Pln)	Wedding	

Summary of Upcoming Events

E

Date	Type of Event	Planned # of Guests
2/23/2014	Brunch	100
2/23/2014	Shower	30
3/4/2014	Banquet	100
3/13/2014	Banquet	100
3/16/2014	Banquet	150
3/22/2014	Wedding	150
3/23/2014	Fundraiser	400
4/20/2014	Brunch	400
4/26/2014	Banquet	200
4/28/2014	Banquet	300
5/2/2014	Prom	400
5/9/2014	Graduation	300
5/10/2014	Fundraiser	200
5/11/2014	Brunch	400
5/17/2014	Wedding	150
5/24/2014	Wedding	150
5/25/2014	Wedding	100
5/31/2014	Fundraiser	150
6/7/2014	Fundraiser	100
6/20/2014	Wedding	100
7/11/2014	Wedding	100
7/18/2014	Wedding	100
7/25/2014	Reunion	100
9/20/2014	Wedding	150
10/4/2014	Banquet	220
11/23/2014	Fundraiser	300
11/9/2014	Banquet	400
12/6/2014	Banquet	200