

MEMO

January 6, 2019

From: Gustavo Branger / Aymeric Magne

Subject : Internal event procedure request

Disneyland® Paris Event Group (DLPEG) is in charge of organizing all events related to the use of our convention centers and/or parks. Our clients can be external or internal, but our spaces and teams are **primarily dedicated to revenue-generating events**.

Given the high level of event-related activities and the many projects planned for the coming years, it will be necessary for each of us to apply the following procedures:

- All event requests must be filled in via the **Mini Guide for Maxi Events** on the HUB: [MGME](#)
Please do not directly request hotel about the meeting rooms' availability
- The use of the convention and park areas will **systematically be invoiced "at cost" rate for internal clients**.
When it's possible, we suggest to our internal clients to use backstage spaces that are free of charge and are not used for commercial purposes.
- **No study** will be done if your **MGME request is incomplete** or sent within **1 month before** your event due date.
Please fill in your request as early as possible so that your event can be scheduled in our event calendar
- The Production team can be reinforced by internal or external staff who will **be invoiced "at cost" rate** in line with the workload required for the event.
Please fill in your request as early as possible so that we can plan Production's teams accordingly
- The **feasibility** of an event will be done according to its **content & our event schedule**.
Please note that each new brief will launch all the steps of a new feasibility event study

DLPEG is mainly in charge of 4 types of internal events

1. « **Promotion Events** »
These are major and recurring events whose primary objective is to promote our Resort: Press events, Avant Premières, Fam Trips...
2. « **Loyalty Events** »
These are exclusive events that are aimed at specific customers such as Annual Passes, Disneyland Paris Partners, Corporate Alliances, Fans privatizing...
3. « **Gratitude Events** »
These are events that are dedicated to our Cast Members:
- Gratitude program: Legacy Awards, Service Awards, CM Party
- Information program: CM Forum, Safety Forum...
4. « **Human Resources, Social Responsibility & Executive Events** »
These are events such as : Journées de l'Alternance, Grande Saison, Marque Employeur, Mécénat, Town Hall, EBU ...

Reminder

Please note that DLPEG Production's teams, are not in charge of the following requests :

Meetings that can be held in our backstage rooms ([booking through outlook](#))

Recognition programs: [retirement](#)

Team Talent dining is now processed via K2 ("in 1 click" section on The Hub website)

Meetings without major animation/entertainment dlp.spectacle.esse@disney.com

Hotel room bookings is now processed via K2 ("in 1 click" section on The Hub website)

VIP guides bookings dlp.disney.special.activities@disney.com

Lunch or dinner breaks booking in our backstage rooms will be processed through this [link](#) in the "Business Traiteur" section (also available from "in 1 click" section on The Hub website: Restauration d'entreprise)*

Business dining restaurant bookings: [Business Dining](#)

* These requests are to be made by the department assistant only.

Thank you all for your understanding and your cooperation
DLPEG teams

