Rojas PLC

POLICY CLARIFICATION / MEMO

To: Vincent Alexander / Catering manager
From: Tyler Vang / Event services coordinator
Date: September 13, 2026
Subject: Policy clarification needed: Catering attendance reconciliation
Reference: COR-513711

Question for the policy owner

This memo asks how the current handling should be understood for Catering attendance reconciliation.

Trigger: The final catering order does not agree with the confirmed attendance and meal-choice records for the event.

Question: Which change was lost or counted twice in the final meal order?

Scope: The review covers registration changes, meal selections, service counts and the supplier's order confirmation.

This memo seeks an interpretation rather than announcing a new policy.

Evidence and boundary

Evidence prompting clarification: The supplier interpreted the organizer's count as portions per service station. The intended total was for the event as a whole.

The record does not establish that the policy itself has changed.

Constraint: Special meals need individual collection arrangements.

Limitation: A meal count must have a clear population and service window; combining room capacity, registrations and portions creates misleading totals.

Proposed reading pending confirmation

Proposed handling decision for this case: Provide the caterer a controlled collection list and brief the named service contact.

Treat this as an interim reading until Vincent Alexander confirms the applicable boundary.

If that reading is not supported, the correction should be adjusted before work continues.

Correction and next step

- Request the correction: Issue one clear event total with any station allocation shown separately.
- Ask the responsible role to take the next step: Confirm how the right meal reaches the attendee without displaying private requirements to the full room.
- Do not describe the proposed reading as adopted until the response is recorded.

Verification and response

Verification check: Obtain a revised supplier confirmation that states the total number of portions across all stations.

Reply with source reference SRC-649390 and the interpretation to apply after September 16, 2026.

The evidence reviewer is Tyler Vang; the recipient for the policy response is Vincent Alexander.

Action owner: Vincent Alexander; evidence reviewer: Tyler Vang.
Review due: September 16, 2026.