

## PRODUCTION MANUAL

# Welcome to Grand Velas Riviera Maya

The following Production Manual has been developed to maintain the highest quality standards for event production at Grand Velas Riviera Maya. The manual establishes the policies and regulations that all external service and equipment providers must abide by while on the property.

### 1. EVENT PRODUCTION POLICIES

#### a) IN-HOUSE AUDIOVISUAL PRODUCTION DEPARTMENT

The Grand Velas Riviera Maya in-house Audiovisual Production Department (APD) is the exclusive provider of these services. The department oversees all decoration, scenography production, carnival equipment, expos and entertainment services. It can satisfy each one of your client's needs, with a vast supply of audio, video and lighting equipment; all located within the hotel facilities.

#### b) LOCATION

With all our APD resources you will have the security of having a full -time support base with staff available 24/7. The offices are located on the 2nd floor of the Convention Center, and can be reached by telephone at ext. 82510. Our Production Event Manager will answer all questions and attend to your needs.

**KARINA ZÚÑIGA RADILLA CMS, CCM**

[ Sales Director]

Email: [kzuniga@celtrev.com](mailto:kzuniga@celtrev.com)

Cel: 3317505347



GRAND VELAS · CASA VELAS · VELAS VALLARTA

[velasresorts.com](http://velasresorts.com)