

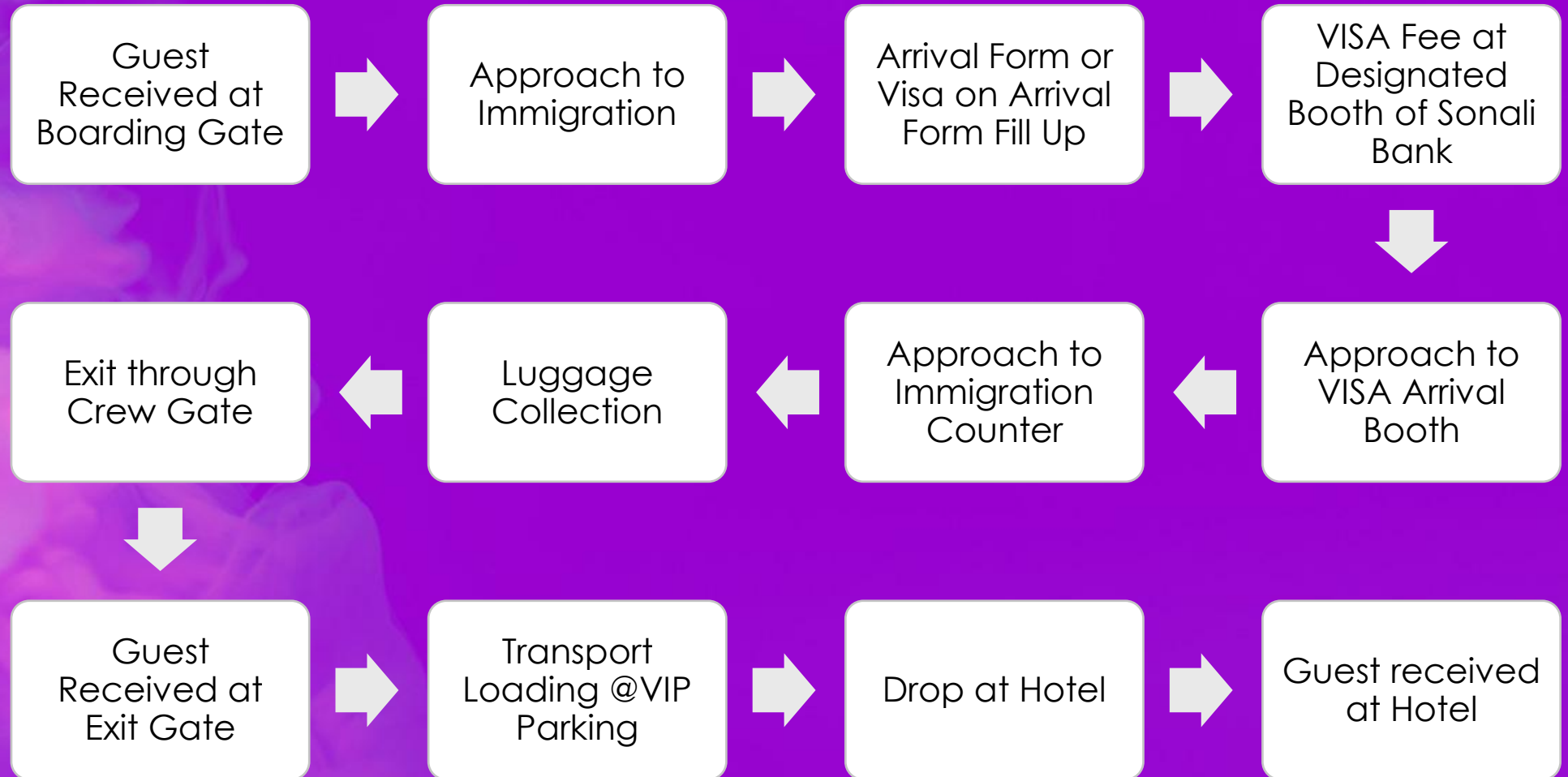
# OPERATION PLAN

## HOSPITALITY MANAGEMENT



# GUEST RECEPTION

# Guest Reception Flow



# Guest Reception at Boarding Bridge & Approach to Immigration





# VISA Fee Payment at Designated Booth of Sonali Bank





# ARRIVAL CARD OR VISA ON ARRIVAL FORM FILL UP





# ARRIVAL CARD



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
Govt. of the People's Republic of Bangladesh  
(আগমনী কার্ড/Arrival Card)

1. নাম Name .....													
2. সেক্স Sex	<table><tr><td>পুরুষ Male</td><td></td></tr><tr><td>মহিলা Female</td><td></td></tr></table>	পুরুষ Male		মহিলা Female		3. জন্ম তারিখ Date of Birth	<table><tr><td>Day</td><td>Month</td><td>Year</td></tr><tr><td></td><td></td><td></td></tr></table>	Day	Month	Year			
পুরুষ Male													
মহিলা Female													
Day	Month	Year											
4. জাতীয়তা Nationality.....													
5. পাসপোর্ট নম্বর Passport Number .....	6. মেয়াদ উত্তীর্ণের তারিখ Date of Expiry	<table><tr><td>Day</td><td>Month</td><td>Year</td></tr><tr><td></td><td></td><td></td></tr></table>		Day	Month	Year							
Day	Month	Year											
7. ফ্লাইট নম্বর Flight Number.....	8. আগমনের তারিখ Date of Arrival	<table><tr><td>Day</td><td>Month</td><td>Year</td></tr><tr><td></td><td></td><td></td></tr></table>		Day	Month	Year							
Day	Month	Year											
9. বিদেশি নাগরিকের জন্য For Foreigners													
a. Visa Number .....	b. Date of Expiry	<table><tr><td>Day</td><td>Month</td><td>Year</td></tr><tr><td></td><td></td><td></td></tr></table>		Day	Month	Year							
Day	Month	Year											
c. Type of Visa .....	d. Purpose of Visit .....												
e. Address in Bangladesh .....													
f. Mobile No. in Bangladesh .....													

.....  
যাত্রীর স্বাক্ষর  
Signature of Passenger

সীল  
Seal

তারিখ : 

Day	Month	Year

  
Date

# VISA ON ARRIVAL CARD



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
People's Republic of Bangladesh  
(Arrival Card For Visa on Arrival/Transit)

1. Name-----

2. Sex 

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

3. Date of Birth 

Day	Month	Year

4. Nationality-----

5. Passport Number

6. Date of Expiry 

Day	Month	Year

7. Flight Number-----

8. Date of Arrival 

Day	Month	Year

9. Expected duration of Stay  
in Bangladesh.....

a. Purpose of Visit  
.....

b. Address in Bangladesh

c. Mobile Number in Bangladesh .....

d. Profession..... e. E-mail.....

10. Date of last departure from Bangladesh .....

Signature of Passenger

Date:

Day	Month	Year



# Approach to Immigration Counter



# Luggage Claim @ Conveyer Belt





# Waiting Zone

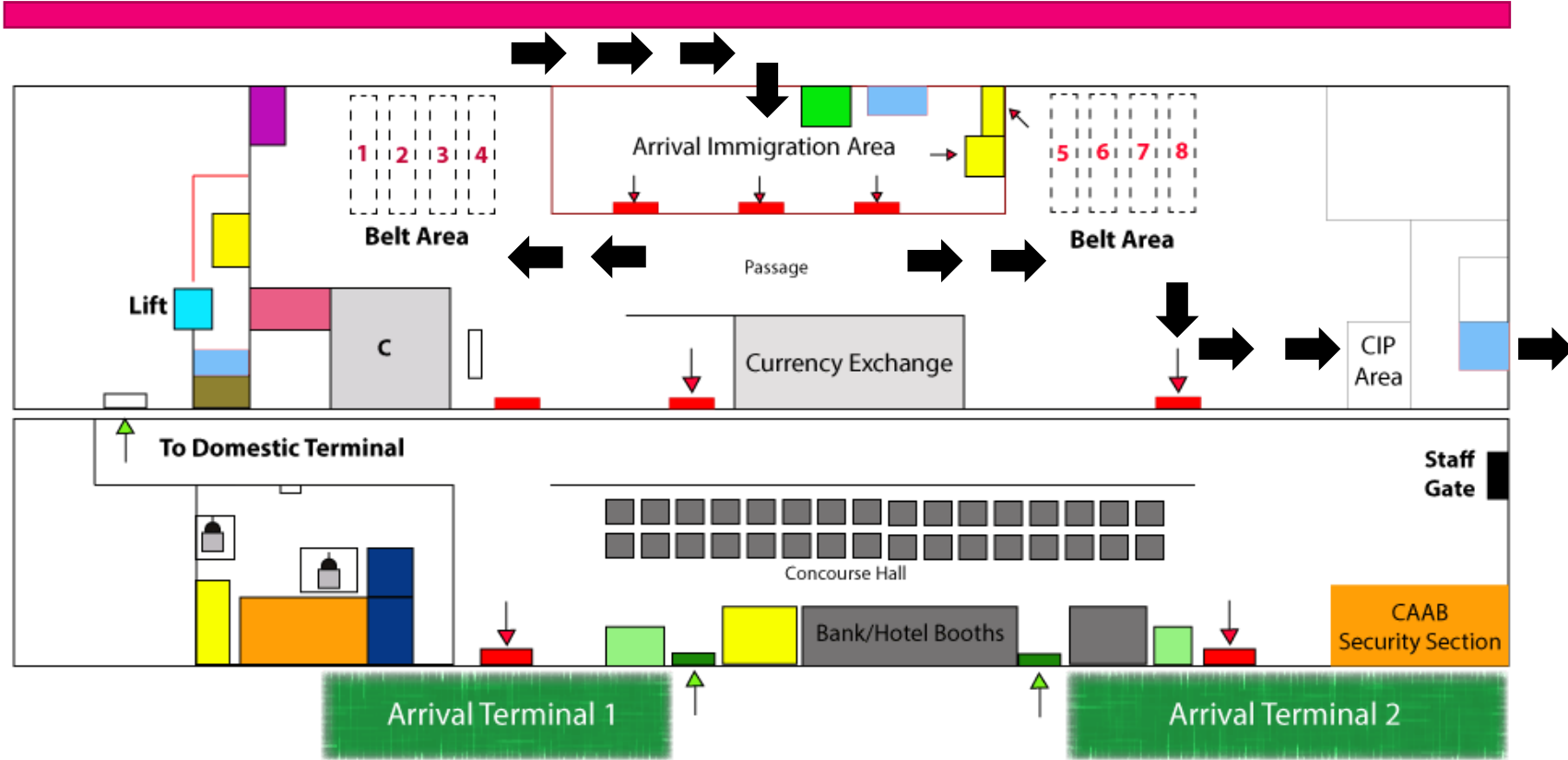




# Guest Reception



# Boarding Bridge Area

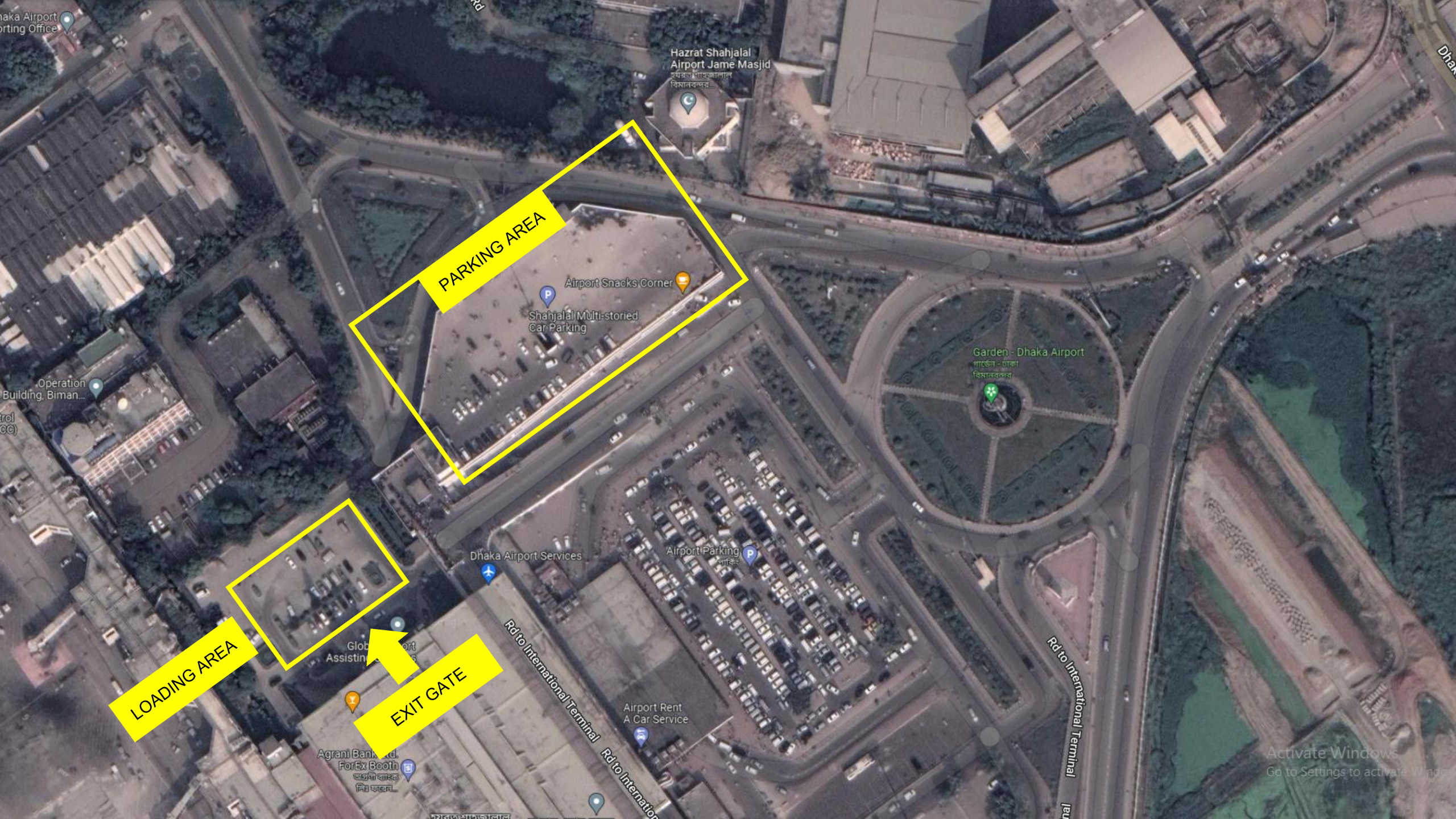


## Legends:

Washroom	Taxi Cab Booth	Stair/Elevator	Prayer Room
Exit Gates	Baggage Claim Room 15	Customs Office	
Entry Gates	Visa On Arrival Cell	Conveyor Belt	
Lost & Found Section	Airport Police Office	Foreigner's Registration Booth	

Colored Arrow Indicates Direction





Dhaka Airport  
Porting Office

Hazrat Shahjalal  
Airport Jame Masjid  
হযরত শাহজালাল  
বিমানবন্দর

PARKING AREA

Airport Snacks Corner  
Shahjalal Multi-storied  
Car Parking

Garden - Dhaka Airport  
গার্ডেন - ঢাকা  
বিমানবন্দর

Operation  
Building, Biman...  
Control  
(CC)

Dhaka Airport Services

Airport Parking

LOADING AREA

Global Assistance

EXIT GATE

Rd to International Terminal

Airport Rent  
A Car Service

Agricultural Bank  
For Ex Booth  
আগ্রাণী ব্যাংক  
ফর এক্স বুথ

Rd to International Terminal

Activate Windows  
Go to Settings to activate Windows





# TYPES OF VEHICLE

CONSIDERING THE PROFILE, FLIGHT SCHEDULE  
AND NUMBER OF THE GUEST

# NISSAN URVAN

Capacity: 14 seats  
(Comfortable 10 seater)





# SEDAN CAR

Capacity: 3 seats  
(Comfortably 2 seat)



# Reception Team (Inside Airport)





# Reception Team (Outside Airport)



Designation: Central Coordinator

Name: Jakir Ahmed

Education: Graduate

Experience: BIDA Summit, DPI Summit, Bangladesh China Conference & Others



Designation: Brand Promoter

Name: Shahriar Imtiaz

Education: graduate

Experience: BIDA Summit, DPI Summit, Bangladesh China Conference & Others



Designation: Coordinator

Name: Istiaque Ahmed

Education: Graduate

Experience: BIDA Summit, DPI Summit, Bangladesh China Conference & Others

# T-Shirt & Placard





# HR Personnel

**Professional Guide**

**Bi-lingual Guide for Communication**

**Welcome Team at venue**



Thank You

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