

MEMORANDUM

TO: JANET LOVE
FROM: ANDREW FEINSTEIN
DATE: 14 DECEMBER 1991
RE: LETTERS TO HIGH PROFILE FUNCTIONARIES AND CHAIRMEN

FUNCTIONARIES:

- Give them an arrival time
- will be met by protocol officers at Convention Centre entrance
- explain parking and traffic arrangements
- they are provided with a VIP room on the upper level marked:

"FUNCTIONARIES"

Services provided will include:

- telephone
- drinks
- snacks
- there will be a cocktail party on Friday 20/12 between 18h00 - 20h00
- enquire about any dietary requirements

CHAIRMEN:

- give them an arrival time
- will be met by protocol officers at Convention Centre entrance
- explain parking and traffic arrangements
- enquire about any dietary requirements
- there will be a cocktail party on Friday 20/12, between 18h00 - 20h00
- they are provided with a VIP room just off the Convention floor, marked:

"CHAIRMEN"

Services provided will include:

- telephone
- drinks
- snacks