

SYLVIA BRIGGS - CATERING MANAGER - INITIAL PLANS

Please establish the following:

1. Who within the centre is in charge of catering? *Mrs Swart*
Where are her offices and where can she be contacted? *Bravo 4*
2. What catering arrangements have been made thus far for the time prior to the convention on Friday. In other words for the working staff that have offices here and the delegates attending the preparatory meetings. Establish the arrangements for teas, lunches and bar facilities.
3. Ask for a copy of their menus. We need a full indication of what they produce as far as set menu's, buffets, cocktail menus, banquet menus, drinks etc. From this we will make our selections for the convention. Please ask for her recommendations as often they have some excellent suggestions as to what will be enjoyed by most people. *NONE*
4. Check whether they have the facilities for producing Kosher and Halaal meals. *Yes - Numbers ASAP*
5. How far in advance do they need to know our details ie our menu selection, the numbers of people, and numbers of special menus? *ASAP - THIS MON*
6. Establish what instructions if any, they have been given with regard to the rooms that are to be used for meals. If none, please ask for their recommendations as to where they would like them to be. This refers to lunch venues for delegates, media and all back-up staff, tea stations for all, and if there is to be a banquet or cocktails where that will be.
7. Ask them if they have any floor plans either the same or different to the ones I have, and to please mark the plans with these rooms they have recommended.

*Nothing
Refer
Dean*

*Good
offices
Industrial
Caterers*

*Room 7 + 8
Tea + coffee in
8 del
7 - lunch
delega*

Please try to establish all of the above before 2:00 pm on Wednesday 11th Dec.

*media +
supportal
in cafeteria*

*Thanks
Gloria*