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| Date | Time | Who For | Item | Quantity | Location | Notes |
| **Sun 10th Dec** |  |  |  |  |  |  |
|  | All Day | Broadsword | Rolling Water, T&C, Soft Drinks on consumption  Fruit Bowl  Biscuits |  | Green Room |  |
|  | 9am – 10am | Crew | **Breakfast**  Breakfast Rolls (Egg, Bacon, Sausage)  Danish Pastries & Biscuits  Sliced Fruit  Orange Juice Tea & Coffee | 46pax | Moreish Restaurant – Red Zone |  |
|  | From 10am | Events Team | Soft Drinks, Water, Fruit Bowl to be refreshed throughout the day  Please keep the room refreshed throughout the day  Please have a bin in the room  Please have a room service menu in the room | 10pax | Emerald |  |
|  | 1pm | Crew | **Lunch**  Hot Buffet  Selection Of Salads  Sweet Treats  Orange Juice Tea & Coffee  **Drinks**  Water, T&C, Soft Drinks on consumption | 97pax | Moreish Restaurant – Red Zone |  |
|  | 6-9pm |  | Delegate Dinner |  |  |  |
|  | 6pm | Crew | **Dinner**  Please serve a selection of delegate dinner menu  **Drinks**  Water, T&C, Soft Drinks on consumption | 53pax | Moreish Restaurant – Red Zone |  |
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| **Mon 11th Dec** |  |  |  |  |  |  |
|  | All Day | Events Team | Soft Drinks, Water, Fruit Bowl to be refreshed throughout the day  When delegates have snacks at breaks please bring a small selection into the office | 10pax | Emerald |  |
|  | All Day | Broadsword | Rolling Water, T&C, Soft Drinks on consumption  Fruit Bowl  Biscuits |  | Green Room |  |
|  | 12-1pm | Crew | **Lunch**  Please serve a selection of delegate dinner menu  **Drinks**  Water, T&C, Soft Drinks on consumption | 61pax | Moreish Restaurant – Red Zone |  |
|  | 12-1pm |  | Delegate Lunch |  |  |  |
|  | 1pm |  | Conference starts |  |  |  |
|  | 3.15pm – 3.45pm |  | Delegate Break |  |  |  |
|  | 6pm |  | Conference Close |  |  |  |
|  | 6.15pm | Crew | **Dinner**  Selection Of Salads  Grilled Chicken Breast With Mushroom & Tarragon Sauce  Vegetable Brochettes With Coriander & Hazelnut Pesto  Sautéed New Potatoes With Garlic & Rosemary  Selection of seasonal vegetables  Selection Of Desserts  **Drinks**  Water, T&C, Soft Drinks on consumption | 55pax | Moreish Restaurant – Red Zone |  |
|  | 7pm |  | Delegate Dinner |  |  |  |
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| **Tues 12th Dec** |  |  |  |  |  |  |
|  | All Day | Events Team | Soft Drinks, Water, Fruit Bowl to be refreshed throughout the day  When delegates have snacks at breaks please bring a small selection into the office | 10pax | Emerald |  |
|  | All Day | Broadsword | Rolling Water, T&C, Soft Drinks on consumption  Fruit Bowl  Biscuits |  | Green Room |  |
|  | 8am |  | Conference Starts |  |  |  |
|  | 10am |  | Delegate Break |  |  |  |
|  | 1.15pm – 2.15pm |  | Delegate Lunch |  |  |  |
|  | 1.30pm | Crew | **Lunch**  Please serve a selection of delegate dinner menu  **Drinks**  Water, T&C, Soft Drinks on consumption | 81pax | Moreish Restaurant – Red Zone |  |
|  | 4pm -4.30pm |  | Delegate Break |  |  |  |
|  | 6.15pm |  | Conference Close |  |  |  |
|  | 6.30pm | Crew | **Dinner**  Selection Of Salads  Chicken Makhani With Jeera Rice  Paneer Jalfrezi  Naan Breads & Puppodums With Pickles & Chutney  Selection of seasonal vegetables  Selection Of Desserts  Drinks  Water, T&C, Soft Drinks on consumption | 52pax | Moreish Restaurant – Red Zone |  |
|  | 7pm |  | Delegate Dinner |  |  |  |
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| **Wed 13th Dec** |  |  |  |  |  |  |
|  | All Day | Events Team | Soft Drinks, Water, Fruit Bowl to be refreshed throughout the day  When delegates have snacks at breaks please bring a small selection into the office | 10pax | Emerald |  |
|  | All Day | Broadsword | Rolling Water, T&C, Soft Drinks on consumption  Fruit Bowl  Biscuits |  | Green Room |  |
|  | 8am |  | Conference Starts |  |  |  |
|  | 9.30am - 10am |  | Delegate Break |  |  |  |
|  | 12.45 |  | Conference Close |  |  |  |
|  | 12.45 – 1.45pm |  | Delegate Lunch |  |  |  |
|  | 12.45 – 1.45pm | Crew | **Lunch**  Please serve a selection of delegate dinner menu  **Drinks**  Water, T&C, Soft Drinks on consumption | 63pax | Moreish Restaurant – Red Zone |  |
|  | 4pm |  | **Packed Dinner**  Many crew will be de rigging then leave so can we do something or them to take with them  Please let me know your thoughts | 20  NUMBERS TBC |  |  |
|  | 7pm |  | Delegate Dinner |  |  |  |
|  |  |  |  |  |  |  |
|  | 8-9pm | Crew | **Dinner**  Selection Of Salads  Lamb Koftas With Tsadziki  Grilled Salmon Fillet With Dill Cream Sauce  Crushed New Potatoes & Panache Of Vegetables  Vegetable Spring Rolls With Sweet Chilli  Selection of seasonal vegetables  Selection Of Desserts  Drinks  Water, T&C, Soft Drinks on consumption | 20 - 40pax NUMBERS TBC | Moreish Restaurant – Red Zone |  |
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| **Thurs 14th Dec** |  |  |  |  |  |  |
|  | All Day | Events Team | Soft Drinks, Water, Fruit Bowl to be refreshed throughout the day  When delegates have snacks at breaks please bring a small selection into the office | 10pax | Emerald |  |
|  | 1-2pm | Crew | **Lunch**  Soup, Sandwich Platter, Chips, selection of salads  Sweet Treats  Orange Juice Tea & Coffee  **Drinks**  Water, T&C, Soft Drinks on consumption | 34pax | Moreish Restaurant – Red Zone |  |
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| **Friday 15th Dec** |  |  |  |  |  |  |
|  | All Day | Events Team | Soft Drinks, Water, Fruit Bowl to be refreshed throughout the day | 10pax | Emerald |  |
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**Crew Dietaries**

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| --- | --- |
| Sarah Ellis | No Wheat |
| Sarfraz Ahmed | Halal food, if not then fish No gluten No cheese |
| Claire Keen | No Fish |
| Paul Tydeman | No Fish |
| Heather Kelly | Allergy to molluscs |