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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 consumptionFruit 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 dayPlease 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 consumptionFruit 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 vegetablesSelection 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 consumptionFruit 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 DessertsDrinksWater, 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 consumptionFruit 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 themPlease let me know your thoughts  | 20NUMBERS 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 DessertsDrinksWater, 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 saladsSweet Treats Orange Juice Tea & Coffee **Drinks**Water, T&C, Soft Drinks on consumption  | 34pax | Moreish Restaurant – Red Zone |  |
|  |  |  |  |  |  |  |
| **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 fishNo glutenNo cheese |
| Claire Keen | No Fish  |
| Paul Tydeman | No Fish  |
| Heather Kelly  | Allergy to molluscs  |