

Event Running Order

Event Name:	EXC 26/05 Fujifilm UK Ltd Conference 2022
Signage	Fujifilm UK Ltd Conference 2022
Booking Confirmation No:	PBI13346N323LM
Event Planner	Katie Willcox
Client Contact on the Day:	Alison Neil, Sally Ann Pilcher
Arrival Date:	Wednesday, 25.05.2022
Booking Contact Details:	Alison Neil
Company Details:	Fujifilm UK Ltd

Date	Time	Property	Type	Room	Set-Up	NOS
Wednesday 25/05/22	05:00 - 05:01	Woodlands		KW WEC Note		274
Wednesday 25/05/22	18:00 - 22:00	Woodlands	Setup	Ash Room		0
Wednesday 25/05/22	18:00 - 22:00	Woodlands	Setup	Beech Room		0
Wednesday 25/05/22	18:00 - 22:00	Woodlands	Setup	Cherry		0
Wednesday 25/05/22	18:00 - 22:00	Woodlands	Setup	Ebony		0
Wednesday 25/05/22	18:00 - 22:00	Woodlands	Storage	Elm		0
Wednesday 25/05/22	18:00 - 22:00	Woodlands	Setup	Poplar		0
Wednesday 25/05/22	18:00 - 22:00	Woodlands	Setup	Rosewood 1-2	Theatre	320
Wednesday 25/05/22	18:00 - 22:00	Woodlands	Setup	Rosewood 3	Theatre	0
Thursday 26/05/22	08:00 - 16:00	Woodlands	Exclusive Use	Cedar Lounge & Bar		0
Thursday 26/05/22	08:00 - 23:59	Woodlands	Storage	Elm		0
Thursday 26/05/22	08:00 - 17:00	Woodlands	Meeting	Lime	Boardroom	0
Thursday 26/05/22	08:00 - 17:00	Woodlands	Meeting	Oak Boardroom	Boardroom	0
Thursday 26/05/22	09:00 - 17:00	Woodlands	Meeting	Rosewood 1-2	Theatre	274
Thursday 26/05/22	12:00 - 13:30	Woodlands	Lunch	Olive Restaurant		274
Thursday 26/05/22	13:00 - 16:05	Woodlands	Syndicate Room	Ash Room		35
Thursday 26/05/22	13:00 - 16:05	Woodlands	Syndicate Room	Bamboo Lounge		35
Thursday 26/05/22	13:00 - 16:05	Woodlands	Syndicate Room	Beech Room		35
Thursday 26/05/22	13:00 - 16:05	Woodlands	Syndicate Room	Cherry	Cabaret	30
Thursday 26/05/22	13:00 - 16:05	Woodlands	Syndicate Room	Ebony		35
Thursday 26/05/22	13:00 - 16:05	Woodlands	Syndicate Room	Poplar	Cabaret	30
Thursday 26/05/22	13:00 - 16:05	Woodlands	Syndicate Room	Rosewood 3	Theatre	60
Thursday 26/05/22	13:00 - 16:05	Woodlands	Syndicate Room	The Palm		0
Thursday 26/05/22	13:00 - 16:05	Woodlands	Syndicate Room	Yew Tech Theatre	Existing Setup	30
Thursday 26/05/22	15:00 - 00:00	Woodlands	Syndicate Room	Apple Lounge	Existing Setup	0
Thursday 26/05/22	16:00 - 00:00	Woodlands		Cedar Lounge & Bar		271
Thursday 26/05/22	18:30 - 23:00	Woodlands	Dinner/Dance	Rosewood Suite	Rounds	257
Friday 27/05/22	08:00 - 13:00	Woodlands	Meeting	Ebony	Theatre	90
Friday 27/05/22	08:00 - 17:00	Woodlands	Meeting	Lime		0
Friday 27/05/22	08:00 - 17:00	Woodlands	Meeting	Oak Boardroom		0
Friday 27/05/22	08:00 - 13:00	Woodlands	Meeting	Rosewood 1	Theatre	90
Friday 27/05/22	08:00 - 13:00	Woodlands	Meeting	Rosewood 3	Theatre	90
Friday 27/05/22	13:00 - 14:00	Woodlands	Lunch	Olive Restaurant		271
Friday 27/05/22	14:00 - 18:00	Woodlands	Breakdown	Rosewood Suite		0

Front Office Reservations

Arrival	Departure	Room Type	Property	No Rooms
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Event Running Order

25/05/2022	26/05/2022	Standard Double Room	Woodlands Event Centre	1
25/05/2022	27/05/2022	Superior Double Room	Waterfront Hotel Spa & Golf	6
25/05/2022	27/05/2022	Standard Double Room	Woodlands Event Centre	4
25/05/2022	27/05/2022	Standard Double Room	Woodlands Event Centre	13
25/05/2022	27/05/2022	Standard Twin Room	Woodlands Event Centre	3
25/05/2022	27/05/2022	Standard Twin Room	Woodlands Event Centre	2
25/05/2022	27/05/2022	Junior Suite	Woodlands Event Centre	1
25/05/2022	27/05/2022	Deluxe Double Room	Woodlands Event Centre	3
26/05/2022	27/05/2022	Superior Double Room	Waterfront Hotel Spa & Golf	4
26/05/2022	27/05/2022	Standard Double Room	Woodlands Event Centre	38
26/05/2022	27/05/2022	Standard Twin Room	Woodlands Event Centre	55
26/05/2022	27/05/2022	Family Interconnecting	Woodlands Event Centre	1
26/05/2022	27/05/2022	Simple Double Room	Willows Training Centre	68
26/05/2022	27/05/2022	Simple Double Room	Willows Training Centre	1
26/05/2022	27/05/2022	Standard Twin Room	Willows Training Centre	32
26/05/2022	27/05/2022	Standard Double Room	Willows Training Centre	16
26/05/2022	27/05/2022	Family Room	Willows Training Centre	1

Details of Rooms

Room: KW WEC Note / Wednesday 25.05.2022

Details of Rooms

Room: Rosewood 1-2 / Wednesday 25.05.2022

DATE	Start	Finish	Info	Additional Information	No. of Delegates
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Event Running Order



25/05/2022			Billing	<p>Billing:</p> <p>Accommodation Package/Charge sheet billing - 24hr package and some B&B to the main account</p> <p>Extras to be settled by the Individuals</p> <p>Authorised signee Alison Neil</p>	0
25/05/2022			Setup	<p>SETUP:</p> <p>Access to the Rosewood & Cedar Foyer from 18.00</p> <p>4x 6ft tables for Registration next to the Partition in the Cedar Foyer</p> <p>ROSEWOOD 1&2: Rosewood to be setup for 300-320 Theatre with no Aisle (there needs to be Tech Desk for the AV company in the middle of the room to the right hand side as you look at the stage Client has own AV company</p> <p>ROSEWOOD 3 Theatre style for 60 (There will be deliveries of Medical equipment for this Room)</p> <p>CHERRY AND POPLAR Set Cabaret for 30</p> <p>ALL OTHER ROOMS (Apart from Yew,Elm, & Boardrooms) Tables pushed to the sides of room, 5 chairs in each room – Fuji to take a call on if they need to adjust setup slightly on those rooms during set-up</p> <p>OPS:Please prioritise Rosewood 3 and Ash Room for setup after previous conference has left</p> <p>Approx 15-20 people will utilise the Olive Restaurant in the evening from 18.00 - Please note this could go up slightly Alison will pay for everyones dinner using her Credit card</p>	0

Details of Rooms

Room: Rosewood 1-2 / Thursday 26.05.2022

DATE	Start	Finish	Info	Additional Information	No. of Delegates
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Event Running Order

26/05/2022	00:00	00:00	Delegate Arrival	Company delegate registration open from 8.30am 4x 6ft tables for Registration next to the Partition in the Cedar Foyer	0
26/05/2022	00:00	00:00	Meeting Agenda	<p>Conference Agenda: Day 1</p> <p>8.30 9.15 Registration</p> <p>9.30 9.40 Kick-off video & opening address – Duncan</p> <p>11.00 11.15 Refreshment break</p> <p>11.15 11.50 Guest speaker presentation</p> <p>11.50 12.00 Closing address – Tom</p> <p>12.00 13.30 Lunch</p> <p>13.30 16.05 Roadshows (Happening in 8 rooms/areas)</p> <p>16.05 18.00 Checkin and Leisure Time</p>	0
26/05/2022	00:00	00:00	Syndicate Room	<p>ROSEWOOD 3</p> <p>Rosewood 3 (Medical) Ops please note although all Groups will be moving round every 15/20mins Medical will be stayiing in that syndicate for the duration.</p> <p>CHERRY (Pub Quiz) AND POPLAR (xxx Team)</p> <p>Set Cabaret for 30 Please note Fuji will be bringing in their own Crisps for this section</p> <p>BAMBOO Existing Setup (FujiFilm´s Car fleet will be exhibiting) Poser Table and chairs required</p> <p>ALL OTHER ROOMS (Apart from Yew,Elm, & Boardrooms) Tables pushed to the sides of room, 5 chairs in each room – and then take a call if we need to adjust slightly on those rooms during set-up</p> <p>PALM: No additional setup required FYI FujiFilm´s IT team will be camping out to help delegates with any IT related issues</p>	0
26/05/2022	00:00	00:00	Signage	TBC	0
26/05/2022	00:00	00:00	Refreshments Breaks	<p>8.30am Arrival Tea & Coffee PADDY AND SCOTTS TO BE OPEN FROM 8.30 then all through the conference. 220 mixed pastries for arrival/registration from 8.30am</p> <p>11am Mid Morning Tea & Coffee Break</p> <p>4.05pm No Food is required for the afternoon Break, but they might use the Coffee areas before going to their rooms</p>	0

Event Running Order

26/05/2022	00:00	00:00	Setup	<p>ROSEWOOD 1&2: Rosewood to be setup for 300-320 Theatre with no Aisle (there needs to be Tech Desk for the AV company in the middle of the room to the right hand side as you look at the stage Client has own AV company</p> <p>Once the morning session is finished Rosewood 1&2 will be clear and ready to be set for dinner, after Lunch has finished the Cedar Bar area will be clear for the Dance Floor to go down.</p> <p>PARTITIONS & CEDAR: Partitions to be closed for Registration in the morning</p> <p>CARPARK: The organisers will be bringing along some rope and posts to reserve parking for suppliers</p> <p>For the afternoon session the Cedar Bar needs to be closed to the Group, can 1x registration desk be bought in to the Rosewood Lounge side so that when the Breakout groups come through to collect keys they arent in the way of OPS/Stage & Band setup</p> <p>Partition to be open in the Evening for Space</p>	0
26/05/2022	00:00	00:00	Restaurant Lunch	<p>Olive Restaurant Chefs Choice served at 12pm Second Servery required Jugs of Tap water to be served only</p> <p>Client is aware of the capacity of the restaurant with a second servery so will utilise the Cedar Bar area and Bamboo Lounge/Cedar Courtyard for Lunch</p>	0

Event Running Order

26/05/2022	00:00	00:00	Dietary Requirements	<p>Special Diets:</p> <p>Dietary Requirements:</p> <p>1 No Cheese Alison Neil (organiser)</p> <p>3 Pescatarian</p> <p>4 No seafood (1x Allergy) Paul Swinburn</p> <p>2 Vegan</p> <p>9 Vegetarian (1x Low Fat Veggie)</p> <p>2 Gluten Free</p> <p>1 No Red Meat</p> <p>4 No Fish</p> <p>2 No Dairy Simon Hall. Gordon Mills</p> <p>2 Mushroom & Banana Allergy</p> <p>1 No cashew or pistachio nuts Mark Stephenson (allergy is not life threatening, doesnt need an epipen</p> <p>1 No Prawns</p> <p>1 No Egg Matt Otto</p> <p>4 Halal</p> <p>1 No Garlic</p>	0
26/05/2022	00:00	00:00	Accommodation	<p>Group Check in required</p> <p>FujiFilm have requested the keys for 13.30, access to the Bedrooms will not be until 4pm</p> <p>They would like the keys ready for the Roadshow where delegates will go through 8 breakout spaces including the checkin area.</p> <p>* FujiFilm Organisers may bring small bottles of water for the VIPS room* Alison to liase with reception re Room drops</p>	0
26/05/2022	00:00	00:00	Billing Details:	<p>Accommodation Package/Charge sheet billing - 24hr rate and additional packages to GM, individuals to pay own account</p> <p>Authorised signee: Alison Neil</p>	0

Details of Rooms

Room: Apple Lounge / Thursday 26.05.2022

DATE	Start	Finish	Info	Additional Information	No. of Delegates
26/05/2022			Band Room	The 6 piece Band plus Tech will be using this room from 3/4pmonwards Please also serve their buffet food in there from 18.00-20.00 All of them are VEGETARIANS	0

Details of Rooms

Event Running Order



Room: Rosewood Suite / Thursday 26.05.2022

DATE	Start	Finish	Info	Additional Information	No. of Delegates
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Event Running Order

26/05/2022			Set Up Requirements	<p>Setup:</p> <p>ROSEWOOD</p> <ul style="list-style-type: none"> -Table plan by Client (Ops to display on the screen by 17.30 latest) -Client bringing own Placecards and Menus -Table Numbes to be provided by us 1- 34 -33 Tables of 8,1 Table of 10 6ft table (See table plan in Events Docs) -Green Pelmet Lighting -Table to the left handside of the stage for Awards - Two sets of stairs at either side of Stage <p>CEDAR LOUNGE</p> <ul style="list-style-type: none"> -Dance floor to be in front of the Band by the Glass Partition in front of the Fire Exit -AV company bringing stage for 6 piece Band <p>-Cedar Bar seating to be in a hollowaquare shape with poser tables in the middle. After the Dinner and Awards have finished at 21.30/21.45 the Rosewood will be closed and the AV company will derig so everyone needs to be out in the Cedar Foyer and Bar for the duration of the event .</p> <p>CEDAR COURTYARD Firepits to be on from Sunset</p>	0
26/05/2022			Agenda	<p>Evening Agenda:</p> <p>4pm 17.30pm Band setup and Soundcheck</p> <p>6pm 6.30pm Drinks reception</p> <p>6.30pm 9.45pm Event in Rosewood</p> <p>6.45pm 7.20pm Kick-off video & awards presentations</p> <p>7.20pm 9.45pm Dinner service (2.5hrs)</p> <p>10pm 1am Event in Cedar Lounge & Bar</p> <p>10pm 11pm Band – first set</p> <p>11pm 11.15pm DJ</p> <p>11.15pm 12.00am Band – second set</p> <p>12.00am 1am DJ & final drinks</p> <p>Last orders 12.45am</p>	0

Event Running Order



26/05/2022			Pre/Post Dinner Drinks	<p>Rosewood Bar to be open from 18.00 Delegates to pay own account, the bar will remain open for the duration of the Dinner</p> <p>Cedar Foyer:</p> <p>Reception Drinks from 18.00 Prosecco (provided by client) Selection of Beers / regular coke / diet coke / J2O / Lemonade 6pm onwards. Based on a Consumption basis ***</p> <p>FujiFilm bringing own prosecco for the Drinks Reception this needs to be put in the Fridges on delivery (corkage to be paid – £17 per bottle) OPS please advise how to charge?</p> <p>All wine is being supplied by the client we need to store all White wine in the Fridge on delivery Please note there is different wine for the VIP table (Table no 14)</p> <p>2 Bottle of Red & 2 Bottles of White on all tables accept the VIP table where there will be 3 Bottles of Red and 3 Bottles of White. Tap Water to be on all tables</p> <p>***</p> <p>Cedar Bar to be open from 21.30 for when the Awards and Dinner have finished Account Bar: Bar limit: To be advised on the night (approx £3k) Authorised signee: Alison Neil (please give Alison regular updates on the Bar tab)</p> <p>Rules: No topshelf, Champagne, Bottles of anything only glasses, No doubles or shots</p>	0
26/05/2022			Transport	<p>The Group have organised Shuttle buses at various points of the day. The shuttle will be picking delegates up from the Willows from 17.30 onwards for the Dinner and transport then back from 22.30 after the awards up until 01.15</p>	0

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26/05/2022			Dinner	<p>Dinner Options Service from 18.30</p> <p>0</p> <p>STARTERS</p> <p>132x Duck & orange pâté, kumquat & sweet chilli chutney, bread cracker 76x Smoked trout, shaved fennel, dill & lemon dressing, segmented orange, micro herbs (GF) 49x Courgette carpaccio, mint pesto, pomegranate, radish, sweet cucumber, relish, rocket, lemon dressing (VE, GF)</p> <p>Total 257</p> <p>MAINS</p> <p>159x Beef roulade, hasselback potato, French beans, sweet baby carrots, beef reduction (GF) 88x Pan fried seabass, lime & caper dressing, sautéed potatoes, wilted spinach, roasted cherry tomatoes (GF) 10x Stuffed cabbage, savoury quinoa, vegan parmesan, toasted hazelnuts, bean cassoulet (VE, GF)</p> <p>Total 257</p> <p>DESSERTS</p> <p>106x Dark chocolate cheesecake, raspberry & prosecco jelly 98 x Vanilla crème brûlée, roasted plums, Sablé biscuit (V) 53x Passion fruit fool, tropical salsa, caramelised pineapple (VE)</p> <p>Total 257</p> <p>Special Diets: Dietary Requirements:</p> <p>1 No Cheese Alison Neil (organiser) 3 Pescatarian 4 No seafood (1x Allergy) Paul Swinburn 2 Vegan 9 Vegetarian (1x Low Fat Veggie) 2 Gluten Free 1 No Red Meat 4 No Fish 2 No Dairy Simon Hall. Gordon Mills 2 Mushroom & Banana Allergy 1 No cashew or pistachio nuts Mark Stephenson 1 No Prawns 1 No Egg Matt Otto 4 Halal 1 No Garlic</p>	
26/05/2022			Bar Closes	I am, last orders 12.45	0

Event Running Order

26/05/2022			Stationary Requirements	Client bringing own Menu cards and placecards to put on the table, Table plan to be with us by Tuesday	0
26/05/2022			Decoration	Flowers are being delivered between 16.00-17.00 for the evening Florist via Bedfordshire Flower School	0
26/05/2022			External Suppliers & Entertainment	External Suppliers Band - Organised by Client 6 piece band arriving mid afternoon to start setting up for a sound check between 4-5.30pm Pat Testing and Liability Insurance in Event Docs	0
26/05/2022			Crew Catering	Buffet for 13 people in two seperate locations Apple Lounge (18.00 – 20.00) Band x 7 Vegetarians Olive 3 – (18.30 – 20.30) 6x AV/Photographer/Videographer – 1 x Vegan / 5 x normal buffet (no dietary requirements) Just a very simple buffet for 9 vegetarians and 4 non-vegetarians. .	0

Details of Rooms

Room: Rosewood I / Friday 27.05.2022

DATE	Start	Finish	Info	Additional Information	No. of Delegates
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Event Running Order

27/05/2022	00:00	00:00	Registration	Registration and Checkout from 9am 2x 6ft Tables for Registration, everyone will need to re-register	0
27/05/2022	00:00	00:00	Setup	SETUP: Client using our AV on Day two Rosewood 1 Lectern and Mic and Screen Rosewood 3 Screen and Projector only Ebony Screen and Projector only TBC on exact numbers in each room	0
27/05/2022	00:00	00:00	Meeting Agenda	Agenda: 09.00-09.45- Registration & Checkout 10.00-13.00- Divisional Breakouts Sessions (Rosewood 1, Rosewood 3 and Ebony) 13.00-14.00- Lunch and Leave	0
27/05/2022	00:00	00:00	Syndicate Room	Syndicate Rooms: Graphic Communication: Ebony Imaging Solutions: Rosewood 3 Medical Systems: Rosewood 1	0
27/05/2022	00:00	00:00	Refreshments Breaks	Arrival Tea & Coffee 8,30am onwards Paddy and Scotts to be opened No sceduled Mid Morning Coffee Break	0
27/05/2022	00:00	00:00	Restaurant Lunch	BBQ Themed Chefs Choice Lunch from the Olive Restaurant Servery Served between 13,00-14.00pm	0
27/05/2022	00:00	00:00	Dietary Requirements	Dietary Requirements: 1 No Cheese Alison Neil (organiser) 3 Pescatarian 4 No seafood (1x Allergy) Paul Swinburn 2 Vegan 9 Vegetarian (1x Low Fat Veggie) 2 Gluten Free 1 No Red Meat 4 No Fish 2 No Dairy Simon Hall. Gordon Mills 2 Mushroom & Banana Allergy 1 No cashew or pistachio nuts Mark Stephenson 1 No Prawns 1 No Egg Matt Otto 4 Halal 1 No Garlic	0
27/05/2022	00:00	00:00	Billing Details:	Accommodation Package/Charge sheet billing - B&B and 24hr package to the GM Extras to be settled by individuals Authorised signee Alison Neil	0

