OPERATIONAL NOTES

CIBSE Building Performance Awards 2024

**Thursday 29 February 2024 – Westminster Bridge Park Plaza**

**EVENT INFORMATION**

**Drinks Reception –** Plaza Suite (can’t access until 15

**Presidents Drinks Reception –** Westminster Ballroom Pre-Function

**Dinner & awards –** Westminster Ballroom

**REL Event Office** – Park Suite 6-7

**AV crew/catering** – Ballroom organisers office

**VoxPops -** Ballroom organisers office/Ballroom Foyer

**Changing room for CIBSE staff** – City Room 4

**Hotel rooms** – 7

**POINTS TO REMEMBER:**

* Suppliers eating crew food:
	+ Breakfast – 20 - (3 x Vegetarians)
	+ Lunch – 18 – (1 x No Pork – 3 x Vegetarian)
	+ Dinner – 18 – (1 x No Pork – 3 x Vegetarian)
	+ x1 VOG (veggie)
	+ x1 Andy Wilsher Videographer
* Redactive get Coffee/Lunch from M&S

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| Wednesday 28 February |  |
| Date/Time | Description | Person Responsible |
|  | Prepare items to be sent to Park Plaza and order courier for pick up at 3pm on 28 Feb:Logo boards x21Highly commended certificates x 3Presidents’ reception A2 board x1CIBSE place name cards x120CIBSE Journal place name cards x10Trophies x19Pull up banners x 12Toblerones x 6 designsSocial boards x15LED spheres for sponsors - AllNeon stars for premium tables - AllStationary box x1Mini easel x 1Photography sign and A4 sign holders x1Return labels addressed to Redactive x10Gold envelopes with printed label x19Winner inserts for gold envelopes x19Brown envelopes with hard back and printed label x3X20 VoxPop forms - printX4 Table layups - printX2 drinks reception floor plan - printX2 dietary list - printX8 script - printX6 guest list - printX9 copies of ops notes - printX4 table plan - print | CMcC/HW |
| Thursday 29 March |
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| 07.00  | Vive on site unload in loading bay - build of staging begins | Vive |
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| 07:00 | Crew - Coffee and tea urn | Park Plaza |
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| 08:30 | Crew breakfast x 20 (bacon/sausage/egg/mushroom rolls) | Park Plaza |
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| 09.00-12.00 | Insite to deliver lightbox table plan, set between two doors into BallroomCaitlin checks positioning  | Insite graphics / CMcC |
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| 10.00 | Jason, Juliette, Holly, Brianna arrive on site at PP Meet in office in Park Suite 6-7CMcC to brief on jobs to do: build all print items | JG/JB/HW/BT |
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| 11.00 | PP begin table layouts as per table plan | Park Plaza |
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| 12:30 | Collect lunch for team | JG/JB |
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| 13:00 – 14:00 | Crew lunch x18 | Park Plaza |
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| 13.30 | AV run through of slides and running order | Vive/CMcC /HW |
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| 14.30 | Jade and Rhianna arrive, can come earlier if event finishes early – have lunch before arrival **General Signage**X1 Welcome pull up banner at the top of stairs in hotel lobby X1 directional pull-up banner on stairway landing on Plaza Suite (Drinks reception / Presidents drinks reception)**Westminster Ballroom Pre-Function Space: Presidents Drinks Reception** X1 Presidents Drinks Reception Pull up at DoorwayPoseur tables to be laid with; Presidents Drinks Reception Toblerone’s and globes X1 Presidents Drinks Reception seating plan | JL/RFHW/RF/BT/JL |
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| 15:00 | **REL can access Plaza Suite maybe earlier so keep checking / VIVE Set up complete****Plaza Suite: Main Drinks Reception Set Up**X1 drinks reception pull up banner at deskLay up of reg desk - in the Plaza Suite by the doors Tablecloth / Photography & filming sign/ x2 chairs Rope and post should divide the Plaza Suite into 4 areas (Sponsors / Headline Sponsor/ Premium/Everyone else – see floor plan)Poseur tables should be laid in main drinks reception with:Headline sponsor drinks reception: sponsor logo boards / social boards / sponsor drinks Toblerone’s /stars/headline sponsor drinks pull up banner Sponsors drinks reception: sponsor logo boards / social boards / sponsor drinks Toblerone’s / stars/ sponsor drinks pull up bannerX2 pull up banners Premium tables drinks reception: logo boards / stars / premium drinks Toblerone’sX2 pull up bannersEveryone else drinks reception: globes / drinks reception Toblerone’sX1 pull up banner | HW/RF/BT/JL |
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| 15.30 | Check pull-ups in correct positionsCheck TV screens live with Welcome signCheck poser tables set out for all with branding as planSet up trophiesTo find REL team and help with anything outstanding  | RF/HWJL/BTND |
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| 15.30 – 16:0016:00 – 16:3016:00 | AV rehearsal: Speakers – autocue heights setCIBSE President, Adrian CatchpoleCIBSE CEO Ruth Carter – flowers reminderVOG James CannonGuest Speaker Chris WrightNatalie to keep an eye on Ballroom set up Superstars Auction arrives Set up in Westminster Pre-Function Suite and put booklets on tables | Vive/CMcC/JBNDRF |
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| 16.30 | AV Rehearsal: HostHost Zoe Lyons and James CannonPlacement finished by Park PlazaLayups and Drinks: Walk round to check table numbers in correct order as per table plan and no of guests per table correct as per booking database – check correct number of places at tables of less or more than 10Check drinks orders from Redactive are placed correctly. | Vive /CMcC/JB HW/JL/BT/RF/ND |
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| 17:00 | Zoe arrives Jason confirm flowers have arrived and placed by trophies for Rhianna to accessPhotographer Carmen arrive  | ZFJGZF |
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| 17.30 | END of ALL REHEARSALSDJ arrive for set up with VIVEAndy Willsher videographer arrives and briefing with Sam Allman  |  |
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| 17.45 | **REL STAFF** – **all** **changed and** **ready for 17:45**  |  |
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| 17.45 | **Redactive Staff in position:**1 x staff in Hotel Lobby by Welcome sign – BT2 x staff on Reg desk – HW / JL1x staff on sponsor drinks reception/directing/ – JB1 x staff at Plaza Suite 10 with Tamlite guest list - ND2 x staff at Westminster Pre-Function Suite with VIP guest list on ipad – RF & JG **Note:** make sure they have non-alcoholic drinks on trays.1 x tweeting/pics of social boards being used - ZFPhotographer pre-event photos of hosted bar sponsor signs, event marketing materials, pull up banners, trophies | REL |
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| 18.00-18.15 | Sponsor presenter briefWestminster Ballroom – Main StageCollect presenters by Plaza Suite reg desk and bring down in group – JLTray of prosecco in room for presenters  | CMcC/ Vive |
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| 18:15 | Westminster Pre-Function area – President’s drinks reception startsPhotographer to circulate in receptions to get arrival pics | Park Plaza |
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| 18.30 | Plaza Suite - Main drinks reception starts; Sponsors/ Headline sponsor/Premium/Everyone else Headline Sponsor drinks reception - Hosted barsSponsors and Premium plus CIBSE Journal table with some drinks (no bartender)Tray service – sparkling wine, orange juice, waterAny other refreshments – ordered at Bar - cash basis | Park Plaza |
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| 18:50 | VOG - FIRST CALL FOR DINNERBar in Presidents drinks reception closesJG to start moving Presidents guests through to Ballroom – **could call earlier for 18:45** | Vive/Park Plaza/James Cannon |
| 18:55 – 19:05 | 1x staff to stay at reg desk for late arrivals - BT3 x REL at different positions to help guests find seats (ND/CM/JB) x1 by lightboxX1 staff ask Presidents guests to move (JA)X2 staff asks main drinks reception guests to move (RF/HW)X1 staff to call lifts (JL) | REL |
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| 19.10 | GUESTS SEATED FOR DINNERCurtain upVive to play opening sting VOG to introduce Ruth Carter**welcome from Ruth Carter** who introduces Adrian Catchpole welcome from Adrian CatchpoleAdrian Catchpole to introduce 90 sec Tamlite video and 60 second Benevolent Fund video then straight to introduce guest speaker Chris Wright10 minutes guest speaker Chris WrightVO to announce dinner servedDuring pre-dinner speeches ND/JL/BT/HW to pack down Plaza Suite, move REL items into the office and pack them neatly for the venue to move them / make pile of rusbbish/recycling for hotel to remove | Park PlazaRF – at side of stage with flowers to give to Ruth Carter |
| 19.35 | DINNER SERVEDBreadStarterMain DessertCoffeeAs per menuWaiter service for additional wine Redactive in the roomCrew dinner in Ballroom Organisers OfficeDuring dinner, quiet background music to be playedDinner Loop/Twitter wallVOG announce silent auction during starter | Park PlazaJames Cannon / Vive |
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| 20:15 | Check how dinner is progressing for timings Liaise with Vive re start time | CMcC |
| 21.00 | Zoe comes into the room  | Vive/CMcC |
| 21:15 | Dinner finishedOnce last coffee is served, waiting staff to leave the room and cue ViveVoiceover – Awards to start | Vive/James Cannon |
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| 21.15 | START OF THE AWARDS CEREMONY**Zoe Lyons intro** (10 mins) | Vive/ Zoe Lyons/James Cannon |
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| 21.25 | **Awards Presentation** (see script for detail)**HW / JL / BT** to escort presenters from their tables to backstage. **JB** - Hand out x2 highly commended certificates**RF -** will be handing out trophies and briefing them on Award presentation. **ZF -** will be live tweeting winners as announced**JB –** check entertainment set up for post awards networking:Dance Floor and DJ Simon (Decks/branded booth/lights/sound)Bar pay as you go not on main account**JG/ND** – VoxPops, ready with forms and to collect people from stage take to VoxPop room for CIBSE to interview **CM** – oversight RUNNING ORDER –see next page | REL Staff |
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| **22:15** | **End of awards ceremony** Silent auction closesAll REL staff help get group photo JG/ND – over see tables being moved from dancefloor RF – over see DJ Simon set up | REL |
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| 23.00 | Redactive extra staff can depart | RMG |
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| 00.30 | DJ set finishes  |  |
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| **01.00** | **ALL guests out of Ballroom** BREAKDOWN BEGINS – CM / HW finish |  |