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 x21  Highly commended certificates x 3 Presidents’ reception A2 board x1 CIBSE place name cards x120  CIBSE Journal place name cards x10 Trophies x19Pull up banners x 12 Toblerones x 6 designs  Social boards x15  LED spheres for sponsors - All  Neon stars for premium tables - All  Stationary box x1  Mini easel x 1  Photography sign and A4 sign holders x1  Return labels addressed to Redactive x10  Gold envelopes with printed label x19 Winner inserts for gold envelopes x19 Brown envelopes with hard back and printed label x3  X20 VoxPop forms - print X4 Table layups - print X2 drinks reception floor plan - print  X2 dietary list - print  X8 script - print  X6 guest list - print  X9 copies of ops notes - print  X4 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 Ballroom  Caitlin 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 6-7  CMcC 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 Doorway  Poseur tables to be laid with; Presidents Drinks Reception Toblerone’s and globes  X1 Presidents Drinks Reception seating plan | JL/RF  HW/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 desk  Lay 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 banner  X2 pull up banners  Premium tables drinks reception: logo boards / stars / premium drinks Toblerone’s  X2 pull up banners  Everyone else drinks reception: globes / drinks reception Toblerone’s  X1 pull up banner | HW/RF/BT/JL |
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| 15.30 | Check pull-ups in correct positions  Check TV screens live with Welcome sign  Check poser tables set out for all with branding as plan  Set up trophies  To find REL team and help with anything outstanding | RF/HW  JL/BT  ND |
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| 15.30 – 16:00  16:00 – 16:30  16:00 | AV rehearsal: Speakers – autocue heights set  CIBSE President, Adrian Catchpole  CIBSE CEO Ruth Carter – flowers reminder  VOG James Cannon  Guest Speaker Chris Wright  Natalie 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/JB  ND  RF |
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| 16.30 | AV Rehearsal: Host  Host Zoe Lyons and James Cannon  Placement finished by Park Plaza  Layups 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 10  Check 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 access  Photographer Carmen arrive | ZF  JG  ZF |
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| 17.30 | END of ALL REHEARSALS DJ arrive for set up with VIVE  Andy 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 – BT  2 x staff on Reg desk – HW / JL  1x staff on sponsor drinks reception/directing/ – JB  1 x staff at Plaza Suite 10 with Tamlite guest list - ND  2 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 - ZF  Photographer 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 brief Westminster Ballroom – Main Stage  Collect presenters by Plaza Suite reg desk and bring down in group – JL  Tray of prosecco in room for presenters | CMcC/ Vive |
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| 18:15 | Westminster Pre-Function area – President’s drinks reception starts  Photographer 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 bars  Sponsors and Premium plus CIBSE Journal table with some drinks (no bartender)  Tray service – sparkling wine, orange juice, water  Any other refreshments – ordered at Bar - cash basis | Park Plaza |
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| 18:50 | VOG - FIRST CALL FOR DINNER Bar in Presidents drinks reception closes  JG 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 - BT  3 x REL at different positions to help guests find seats (ND/CM/JB) x1 by lightbox  X1 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 DINNER Curtain up  Vive to play opening sting  VOG to introduce Ruth Carter  **welcome from Ruth Carter** who introduces Adrian Catchpole welcome from Adrian Catchpole Adrian Catchpole to introduce 90 sec Tamlite video and 60 second Benevolent Fund video then straight to introduce guest speaker Chris Wright 10 minutes guest speaker Chris WrightVO to announce dinner served During 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 Plaza  RF – at side of stage with flowers to give to Ruth Carter |
| 19.35 | DINNER SERVED Bread  Starter  Main  Dessert  Coffee  As per menu  Waiter service for additional wine  Redactive in the room  Crew dinner in Ballroom Organisers Office  During dinner, quiet background music to be played  Dinner Loop/Twitter wall  VOG announce silent auction during starter | Park Plaza  James 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 finished  Once last coffee is served, waiting staff to leave the room and cue Vive  Voiceover – 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 closes  All 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 |  |