

# *Function Timetable*

## **Half Day Conference Wednesday, 19 September 2001**

**Half day conference with morning tea only, tea and coffee, water jugs and mints.**

### *Auditorium B*

**U-shaped meeting for 30 pax (10 each side) with all required equipment organised at front of open U; TV, Video, Lecturn, OHead Projector, Whiteboard.**

***7:00 AM***     *Open*

Room is to be opened for function, urns turned on, coffee percolating, iced water jugs and mints on tables. Air/warmth if required

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***9:00 AM***     *Morning Tea*

Begin preparation of morning tea (scones with jam and cream) for 30 pax

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***10:00 AM***     *Delivery*

Deliver morning tea at 10am and collect and clean plates and cutlery at 10.30am

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***1:00 PM***     *Close*

At completion of meeting, room is to be cleared of all crockery and cleaned and presented ready for next function, and locked up

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### *Auditorium A*

**5 tables x 6 pax spaced evenly through the room with one table at front of room**

***7:00 AM***     *Open*

Room is to be opened for function, urns turned on, coffee percolating, iced water jugs and mints on tables. Air/warmth if required

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***9:00 AM***     *Morning Tea*

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