

Event Schedule - Client

Dates from All To All

Client 00021166 Newcastle University

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Event Ref: C00004515

Status: C

Notes:

Site: GUYS Guy's Campus

Dates: 19/11/2007 To 19/11/2007 Times: 09:00:00 To 17:00:00 Capacity: 120 Delegates: 25

Room: SFR Henriette Raphael Function Room Room to be set up cabaret style with 4-5 tables. Table for registration also required in the room.

Service: AVSU AVSU AV Equipment Misc Dates: 19/11/2007 To 19/11/2
 Quantity 1 *Please ensure screen is lowered in Function Room. Client to provide their own data projector and laptop* Times: 09:00:00 17:00:00

Service: SODXT CAT Tea, Coffee & Biscuits Dates: 19/11/2007 To 19/11/2
 Quantity 21 Times: 09:30:00 09:30:00

Service: SODXT CAT Tea, Coffee & Biscuits Dates: 19/11/2007 To 19/11/2
 Quantity 21 Times: 11:00:00 11:00:00

Service: SODXF CAT Finger Buffet 1 Dates: 19/11/2007 To 19/11/2
 Quantity 21 Times: 12:30:00 12:30:00

Service: SODXT CAT Tea & Coffee Dates: 19/11/2007 To 19/11/2
 Quantity 21 *Please provide tea & coffee with lunch* Times: 12:30:00 12:30:00

Service: NHHA POR Porter Services Dates: 19/11/2007 To 19/11/2
 Quantity 1 *Please set up room cabaret style with 4-5 tables and additional table for registration* Times: 08:00:00 08:30:00

Event Action:	Code	Description	Notes	Date	Done?
	C180	Final AV requirements due		14/11/2007	<input type="checkbox"/>
	C190	Final set-up details due		14/11/2007	<input type="checkbox"/>
	C220	Final catering & numbers due		14/11/2007	<input checked="" type="checkbox"/>

I accept that the information given above, and on the enclosed Proforma Invoice, is correct and agree to abide by the College's Terms & Conditions of Booking.

Signed: **Organisation:** **Date:**