

Dear Conference Organiser,

Welcome to the **Stafford Beacon Conference Centre**, we trust that you will enjoy your day with us.


To fully meet your requirements, we ask that you complete the attached schedule prior to the commencement of your meeting and hand it to the conference manager or one of the Bistro staff.

Please check that all the presentation equipment you have asked us to provide is working correctly and is compatible with the computers and any other equipment that you brought with you. The earlier we can confirm this the smoother your event will operate.

Toilets are located in the Conference Centre hallway and also in the Bistro Entrance further down the building. Access to the Bistro toilets is from the car park.

In the unlikely event of a fire, please exit the building on the car park side through any outside door and assemble on the far side of the cannon in the car park. I would ask that organisers maintain a list of delegates for their event to ensure everybody has been evacuated successfully.

For events not booked for lunchtime meals, our Bistro Conference menu is available for advanced ordering to ensure that all meals are served at the best time for your event. To avoid delays please pay for all meals when ordering and confirm the name of the person for each order. Your meals will be served to your table in the Bistro. Please help us by breaking at your appointed time as your food will be ready and may need to be coordinated with other conferences.

Should you require access to our free  internet connection, your access point is **beacon** and the code for you to use will be supplied on the day.

Finally, thank you for choosing the **Stafford Beacon Conference Centre** today, it is a pleasure to host your meeting, and we look forward to seeing you again soon.

Best wishes

Andy Oxlade
Conferencing Manager.

Conference Schedule

Room Location:

Beacon Room: Tower Room: Room 1: Room 2: Room 3:
 (Please tick room(s) you are using)

Company Name:

Event Date:

Time	Hot & Cold Drinks	Biscuits	Buffet	Bistro Lunch	Remarks
<i>Example</i> 12:30 – 13:00	22	YES		8	<i>Lunch Break</i>
	0	<input type="checkbox"/>	0	0	Organisers Arrive
	0	<input type="checkbox"/>	0	0	Delegates Arrive
	0	<input type="checkbox"/>	0	0	
	0	<input type="checkbox"/>	0	0	Tea / Coffee Break
	0	<input type="checkbox"/>	0	0	
	0	<input type="checkbox"/>	0	0	Lunch Break
	0	<input type="checkbox"/>	0	0	
	0	<input type="checkbox"/>	0	0	Tea / Coffee Break
	0	<input type="checkbox"/>	0	0	
	0	<input type="checkbox"/>	0	0	Late Tea / Coffee Break
	0	<input type="checkbox"/>	0	0	
	0	<input type="checkbox"/>	0	0	Delegates Depart
	0	<input type="checkbox"/>	0	0	Organisers Depart
	0	<input type="checkbox"/>	0	0	
	0	<input type="checkbox"/>	0	0	
	0	<input type="checkbox"/>	0	0	

Extras Please add anything here that was not originally ordered.
 Including presentation equipment and additional delegates etc.

		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Authorised by:

Date:

Print Name:

Position in Company:

Email Address: