## ACTION PRO FORMA - SKILL OLYMPICS

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## **VIP RECEPTION - OLD MILL, BAGINTON**

## Sunday 27 August 1989

GMR management involved in event:

Geoff Hancock Peter Thompson Mike Barham Bill Johnson Christine Burne-Cronshaw

Other contacts involved:

Lynda Hopkins - Admin. Clerk to the Lieutenancy (0676) 23467 Frank Hotston - Press Officer, Skill UK (01) 580-3050 x2182 Peter Whaley - Chief Executive, Skill UK c/o Metropole Hotel Bob Wright/Mike Walpole - Central Office of Information 021-632-2029 Captain McLean - Equerry to HRH Prince Edward Detective Inspector Jim Evans - Special Branch - 021 236 5000 ext. 2329 (Room 404, W. Midlands Police HQ, Lloyd House, Colmore Circus, Queensway, BIRMINGHAM)

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12 noon	initial briefing meeting re details of day	CBC/BJ
	Signage to be in place in restaurant area	CBC
	Main car park to be clear of all cars (all cars to be parked in rear car park)	BJ
	Floral arrangements to be installed by Coventry Flower Club	BJ
13.30	Arrival of string quartet to play in restaurant	BJ
15.00	Final briefing meeting for all GMR personnel listed above	All
15.30	Arrival of/briefing to GMR official photographer	CBC
ТВА	Arrival of Skill Olympics guests Hotel receptionists to greet VIP guests and escort to restaurant	CBC/BJ
	Red Carpet to be in place outside main entrance	BJ
15.00	String quartet to be ready to play in restaurant	BJ

Action

	Mr. A. Vidai President - International Skill Olympics Mrs. A. Vidai Mr. F. Hill - Founder of Skill - UK Mrs. F. Hill Mr. C. Thompson - Chairman Co-ordinating Committee Skill Olympics '89 Mrs. C. Thompson Mr. R.A. Arculus - Intl. Technical Delegate for the UK Mrs. R.A. Arculus Mr. R.A. Arculus Mr. W.W. Norris - Director/Secretary, Skill Olympics '89 Mrs. W.W. Norris Mr. P. Whaley - Ch!ef Executive Skill UK Mrs. Whaley		
16.55	HRH will then retire to his room. Light refreshments to be ready in the room (selection of items from above tea menu). Bottle of Dom Perignon on ice plus selection of soft drinks in room (+tea/coffee)	BJ BJ	
	Fresh flower arrangement in room.	ЪJ	
	Please check TV is in working order and put copies of the Sunday Times and Observer in room	BJ	
·	Tea to be served in adjacent room for Equerry and Private Detective (+ bottle champagne)	BJ	
	Remainder of the Royal Party will be offered retiring facilities and tea served in Room 1. Champagne also to be served.	BJ	
17.15	Champagne served to guests in restaurant	BJ	
18.10	Bill Johnson to escort HRH to the foyer where he will invite him to sign the Visitors' Book	BJ	
	The Chairman Skill UK will escort HRH to the main entrance, where the Chairman Warwick District Council will take leave.		
18.15	HRH will depart by car for The Arena, N.E.C.		

Immediately after HRH's departure, GMR personnel attending opening ceremony depart for N.E.C.

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## ADDITIONAL INFORMATION

- 1. Please see Appendix I "Royal Visit", issued by the Central Office of information, regarding protocol arrangements.
- 2. GMR management personnel to wear badges (being sourced by CBC for those who don't have them.)

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3. Accommodation required: Room 11 (HRH) Room 12 (Equerry) Plus up to 8 more rooms for balance of Royal Party. Changing room for string quartet

CBC/21:8:89

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15.30 Tea ready to be served in restaurant: Dainty finger sandwiches (Smoked Salmon, Cucumber, etc.) Asparaaus relis in brown bread Scones with fresh jam & cream High quality small cakes (fresh cream eclairs, etc.) Strawberries & Cream BJ Tea or coffee 16.00 Buffet to be ready (sandwiches, sausage rolls, chicken drumsticks etc. plus non-alcoholic drinks including Kaliber, tea/coffee) to be served in Tavern Bar for drivers and other BJ ancillary personnel (contact: Derek Sanders). Reception line ready for arrival of Royal Convoy: 16.00 (Group to gather in hotel reception lounge) Clir. Mrs. V.M. Davies (Chairman, Warwick District Council) Mr. C. Davis (The Chairman's Consort) GCH GEOFF HANCOCK PT PETER THOMPSON MB MIKE BÁRHAM BJ **BILL JOHNSON** Mr. E. Tindall - Chairman Skill UK Mrs. Tindall 16.10 Royal Convoy will arrive in main car park. The Deputy Lieutenant will ask leave to present the above people to HRH (outside front entrance). The Midland Region Officer will escort HRH to the 16.15 restaurant area (on left at top of stairs) where he will ask leave to present the Duke of Edinburgh Awards Scheme party including: Chief Education Officers, Directors of Leisure Services, Chairmen of County Councils, Chairman of Sub-Committees that fund the scheme, Activity and Award Officers

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16.35 The Chairman, Skill UK, will ask leave to present Skills Olympics VIPs and delegation leaders from the countries represented at the event (in right hand side of restaurant):