

**ACTION PRO FORMA - SKILL OLYMPICS**

**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 Lieutenantcy (0676) 23467  
Frank Holston - 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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	<b><u>Action</u></b>
<b>12 noon Initial briefing meeting re details of day</b>	<b>CBC/BJ</b>
<b>Signage to be in place in restaurant area</b>	<b>CBC</b>
<b>Main car park to be clear of all cars (all cars to be parked in rear car park)</b>	<b>BJ</b>
<b>Floral arrangements to be installed by Coventry Flower Club</b>	<b>BJ</b>
<b>13.30 Arrival of string quartet to play in restaurant</b>	<b>BJ</b>
<b>15.00 Final briefing meeting for all GMR personnel listed above</b>	<b>All</b>
<b>15.30 Arrival of/briefing to GMR official photographer</b>	<b>CBC</b>
<b>TBA Arrival of Skill Olympics guests Hotel receptionists to greet VIP guests and escort to restaurant</b>	<b>CBC/BJ</b>
<b>Red Carpet to be in place outside main entrance</b>	<b>BJ</b>
<b>15.00 String quartet to be ready to play in restaurant</b>	<b>BJ</b>

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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.)**
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**

**15.30 Tea ready to be served in restaurant:**

**Dainty finger sandwiches (Smoked Salmon,  
Cucumber, etc.)  
Asparagus rolls in brown bread  
Scones with fresh jam & cream  
High quality small cakes (fresh cream  
eclairs, etc.)  
Strawberries & Cream  
Tea or coffee**

**BJ**

**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  
ancillary personnel (contact: Derek Sanders).**

**BJ**

**16.00 Reception line ready for arrival of Royal Convoy:  
(Group to gather in hotel reception lounge)**

**Cllr. Mrs. V.M. Davies  
(Chairman, Warwick District Council)  
Mr. C. Davis  
(The Chairman's Consort)  
GEOFF HANCOCK  
PETER THOMPSON  
MIKE BARHAM  
BILL JOHNSON  
Mr. E. Tindall - Chairman Skill UK  
Mrs. Tindall**

**GCH  
PT  
MB  
BJ**

**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).**

**16.15 The Midland Region Officer will escort HRH to the  
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**

**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):**