



Distribution: Via email: All HOD's, Duty Managers, Reservations, Concierge **Physical into tray:** F&B, Threesixty, Chef, Services Manager

EVENT ORDER – Landscape Architects				
Thursday 2 nd April 2009				
Time	Event	Room	Menu & Notes	Guests
0900	Trade gets delivered	Atrium	Hireequip Events will be delivering 12 x display panels (1950 x 1200) + supports and connectors by 9am.	
1000	Room Access	Crowne III		
1045	Morning Tea Commences	Crowne III	Tea and Coffee and Cookies Apple and cinnamon muffin	15
1100	Executive Meeting Commences	Crowne III		17
1300	Lunch	Crowne III	Sandwich selection - Option 4	17
1345	Executive Meeting Concludes	Crowne III		17
1400	Close and Reset Room	Crowne III		
1330	Room Access	Crowne I		
1345	AGM Commences	Crowne I		50
1530	Afternoon Tea	Atrium	Tea and Coffee and Cookies Raspberry and White Chocolate Muffins	50
1545	AGM Continues	Crowne I		
1700	AGM Concludes	Crowne I		
1730	Close and Reset Room	Crowne I		
1700	Set Up Registration Desk for Malcolm	Hotel Lobby	Set up where we usually have the newspapers	
1730	Malcolm from QT Events arrives to Man Registration Desk	Hotel Lobby	Malcolm will be setting up conference bags and then manning the desk as guests arrive	100
1800 onwards	Guests Arrive	Hotel Lobby	Guests collect conference bags from Registration Desk and are sent up to Crowne II	100
1800	Room Access	Crowne II		
1900	Opening Night Event Commences	Crowne II		100
1900 - 2200	Beverages	Crowne II	Upon arrival guests will be given two tickets for beverages.	
1915 – 2030	Welcome Speeches	Crowne II		100
2030 – 2130	Canapés Service	Crowne II	Canapés from 2030 – 2130 Cocktail hour	100
2200	Evening Concludes	Crowne II		100
2230	Close and Reset Room	Crowne II		

Friday 3 rd April 2009				
Time	Event	Room	Menu & Notes	Guests
0730	Room Access	Crowne II		
0830 - 0845	Morning Tea Served	Atrium	Tea and Coffee Cookies and Walnut and pear scone with mascarpone	80
0845	Speeches	Crowne II		80
0945	Guests Move down to Lobby	Hotel Lobby	Guests departing offsite from Lobby will be picked up by busses	80
0945	Close and Reset Room	Crowne II	RESET THE ROOM AS PER ROOM SET UP BELOW FOR CROWNE II	

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			-AFTERNOON FROM 1400 - 1645	
1330	Room Access	Crowne II		
1400	Busses Arrive back at Crowne Plaza	Hotel Lobby		80
1430	Afternoon Workshop Sessions Commence	Crowne II / Crowne III		80
1530	Afternoon Tea	Atrium	Afternoon tea set up in atrium – there is no official break	80
1645	Afternoon Workshop Sessions Conclude	Crowne II / Crowne III		80
1645	Close and clean Room	Crowne II / Crowne III		
1700	Room Access	Crowne II		
1730	Poster Session Commences	Crowne II		80
1830	Poster Session Concludes	Crowne II	Guests are now having a free night	80
1900	Close and Reset Room	Crowne II	RESET THE ROOM FOR SATURDAY	

Saturday 4 th April 2009				
Time	Event	Room	Menu & Notes	Guests
0830	Guests Meet in Lobby	Hotel Lobby	Guests departing offsite from Lobby will be picked up by busses	80
1330	Room Access	Crownell/ Crowne III		
1400	Busses Arrive back at Crowne Plaza	Hotel Lobby		80
1430	Afternoon Workshop Sessions Commence	Crowne II / Crowne III		80
1530	Afternoon Tea	Atrium	Afternoon tea set up in atrium – there is no official break Tea and Coffee Cookies and Cheese and Onion Scones	80
1645	Afternoon Workshop Sessions Conclude	Crowne II / Crowne III		80
1645	Close and Reset Room	Crowne II / Crowne III		
1645	Room Access	Crowne II		
1645	Session Commences	Crowne II		80
1745	Session Concludes	Crowne II		80
1800	Close and Reset Room	Crowne II		
1800 - 1900	Guests Depart offsite	Hotel Lobby	Busses picking Guests up and taking them for an offsite dinner Return to Crowne Plaza around midnight.	TBC
SUNDAY / MONDAY	TRADE PACK OUT	ATRIUM	All trade displays to be packed out Sunday morning and all freight is to be labeled and couriers arranged. Hirequip Events will be picking up trade stands by 10am on Monday 6 th April 09	