



The Grand International Catering & Hire Services

In order to prepare the final arrangements for your function please follow these instructions:

1. FLOOR PLAN:

The Floor plan is to be completed with the final number of guests on each table.

This table indicates nine guests on Table 3.

If a chair is required please indicate on floor plan.

Note:

Round tables have a maximum of 12 guests Long tables have a maximum of 16 guests.

2. EVENING INFORMATION:

A list with the following information is required.

- Debutantes arrival time
- Officials / VIP guests arrival time
- Guests arrival time
- Table numbers on all guest's tickets
- Name of the Band
- Name of the Master of Ceremonies
- List of Vegetarians / Special Meals including their table number
- Colour of napkins
- Please advise us if you require security
- Position of Debutante Tables