

RIBA / Season 4 launch Schedule**Venue Trinity Market****Monday October 2nd 2017**

Time	Activity	Notes
12:00	1 X SIA security on duty Wine & glasses delivery Furniture delivery Catering delivery	Showsec House of Townend (delivery between 12:00 & 15:00) All Occasions (delivery between 12:00 & 16:00) Blue Pepper
14:00	Technical equipment delivered and set up	HPSS
17:00	2 x SIA security on duty Final set up and checks	Showsec
18:00	Invited guests arrive	
18:30	Speeches	
21:00	Event ends Strike all furniture, catering and technical equipment	
22:00	Venue clear	

Tuesday October 3rd 2017

AM	Furniture collected	All Occasions
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