

**HOTEL
GRAND OPENING ACTION PLAN**

Item No.	SUBJECT	ACTION STEPS	WHO RESPONSIBLE	DUE DATE	OK
1	Visitors from Overseas	- Block entire hotel and advise actual availability. Take into consideration House Use, Long Stay, Reservations etc.	FOM	13-Aug	
		- Prepare welcome plan including transportation from Airport, Welcome drink and facetowel service, Check-in registration procedures at hotel and escorting	FOM	13-Aug	
		- Prepare VIP treatment for three day stay, to include welcome letters, set-ups, evening turn-down special etc.	FOM / HK / FB	13-Aug	
2	Valet parking	- Prepare action plan; take all necessary pre-cautions to receive and park 400 cars while leaving space for unveiling activities	FOM / Concierge / SEC	13-Aug	
3	Invitations	- Sales in charge of distribution invitations locally as follows: - Local dignitaries 266 - Lebanese dignitaries 100 - Invitees from London 300 All invitations are for Mr. & Mrs.	DOS	13-Aug	
		- Follow up plan to be implemented to ensure maximum turn-out. Within one week of distribution all invitees to be called and names to be recorded of guaranteed attendees.	DOS	13-Aug	
		- Priority list to be made consisting of "Hotel" clients who could be asked if seats are available	DOS	13-Aug	
		- Invitations for embassies to be distributed through Aramex	DOS	14-Aug	
		- Need for 2nd party hosting the hotels clientele to be determined and program to be advised	DOS	15-Aug	
4	Leading Hotels of World	- Contact New York and get information on the material of the plaque to coordinate with the opening plaque of the hotel (bronze / gold painted cast iron?)	DOS	13-Aug	
		- Contact New York to DHL the plaque to us for mounting at the entrance of the hotel	DOS	13-Aug	
		- Design a LHW flag and order locally (ensure double sided print)	DOS / Purch.	15-Aug	

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5	Press Conference	<ul style="list-style-type: none"> - Prepare full action plan for afternoon of September 3. - Block and set-up space - Ensure excellent A/V facilities - Draw up list of invitees - Discuss proceedings and statements - List refreshments - Prepare presskit and give-away 	DOS / CM CM ENG / CM DOS DOS / GM CM / CHEF DOS	13-Aug 13-Aug 3-Sep 15-Aug 1-Sep 15-Aug 1-Sep	
6	Brochure	- To coordinate opening brochure with publicist	DOS		
7	Master of Ceremonies	- Celebrity to be contacted concerning cost and availability	DOS	13-Aug	
8	Give-away	<ul style="list-style-type: none"> - To be finalised. Distribution to be agreed upon - Memento for team members to be sourced and ordered 	DOS / GM DHR	13-Aug 13-Aug	
9	Fireworks / Lightshow	- Quotation to be sourced and program to be discussed	FBM	13-Aug	
10	Sept. 3 F&B action Plan	- Plan to be drawn up and submitted. To include training needs, schedules, equipment required, staffing etc.	CM / FBM	13-Aug	
11	Entertainment	<ul style="list-style-type: none"> - Local band to be contracted (Dapke & military band) - Programs to be made who plays where and what - Foreign entertainment to be organised from London - 15 rooms to be blocked for overseas artists 	CM FBM /CM FOM	13-Aug 13-Aug 13-Aug	
12	Menu	<ul style="list-style-type: none"> - Decision to be made latest by Aug. 15 in order to be able to purchase all ingredients on-tim - Table menus to be printed - Heating cabinets to be flown in from USA; accurate quotation to be presented 	GM / CHEF CM Purch.	15-Aug 1-Sep 13-Aug	
13	Beverages	<ul style="list-style-type: none"> - Quantities of wine and spirits to be advised sufficient for three days of activities - Duty-free licensing to be investigated - Wine storage facilites to be completed 	FBM Moh'd Elawi FC / ENG	11-Aug 13-Aug 20-Aug	

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14	Decoration	- Plan to be submitted for the public areas and banqueting areas including costing	HK	13-Aug	
15	Team members	- List of staffing for the event to be submitted to HR - Listing of casual staff for security screening - Uniform requirements to be communicated to HK - Adequate staff meals to be prepared - Night time transportation to be arranged - Very limited overnight accommodation available	ALL / DHR DHR / SEC ALL / HK DHR / CHEF DHR	21-Aug	
16	Security	- Inspection of all areas re: safety, security, hygiene - Secure all access areas and maintain tight control - Clearance of casuals, sub-contractors (Girohma, KONE) - Ensure all areas are free from construction workers - Liaise with Royal Court Security Officers concerning timings by when the set-up needs to be ready for final inspection	SEC SEC SEC SEC	15-Aug 3-Sep 3-Sep 28-Aug	
17	Engineering	- Ensure all systems are up and running, check lighting, A/C hot water systems, keys to all areas, lifts to function - Signage	ENG ENG	15-Aug	
18	Health Club	- Advise members of closure of Spa for one day	SPA	25-Aug	
19	Guest book	- His Royal Highness to be the first VIP to sign our guestbook. Appropriate book to be purchased and suitable timing to be found to do this	FOM / Purch. / GM	20-Aug	