

**GRAND OPENING OCTOBER 30, 1996**  
**FOOD & BEVERAGE ACTION PLAN**

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RIBBON CUTTING----- Hotel Entrance  
Time : 5.00 pm Outlet Entrance (8x)

- Scissors 20x
- Ribbon 50mtr
- Rosettes 30x (10mtr each)
- Silver trays 11x
- (Rope stands 20x)
- Red velvet cushion 10x
- Female service staff 21x (Offering scissors 10x, holding rosette 11x)

Note: Final numbers based on number of participants in ribbon cutting per area.

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OPENING CEREMONY----- Hotel Entrance  
Time : 5.10 pm

- Block Iris/Lilac as waiting lounge for V.I.P. guests
  - Facetowel service
  - Light refreshment (Fresh juices, nuts and chips)
- Stage with soundsystem and 2 standing microphones and Lectern in the Lobby

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OUTLET RIBBON CUTTING ----- Each Outlet  
Time : 5:30 pm

- Use all equipment from hotel entrance ribbon cutting
- Female outlet staff to hold rosettes/trays and cushion
- Two elevators to be blocked
- Outlet Food & Beverage display and buffet set-up (restaurants only)  
Display to consist of selection of items available, all fingerfood

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RECEPTION-----Hotel Garden  
Time : 6:00 pm - 9:00 pm

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|--------------|--|
| Greeting     | 4 Doorman at the entrance of the hotel opening doors and directing guests to their destination.<br>4 staff (in traditional Ao Dai) positioned in the lobby directing guests to the garden entrance |
| Registration | Table set-up with punch bowl, signing book and pens in front of lobby fountain.<br>4 Female staff to man this position, collecting business cards  |

Line-up	Hotel management and owning company employee line-up welcoming the guest. All to wear namebadge with corsage.
Beverage service	<p>Welcome service line at garden entrance consisting of 10 staff with trays with drinks</p> <p>5 Bar stations featuring an open bar consisting of housewine, domestic beer, pouring brand spirits and soft drinks, juices.</p>
Food service	<p>7 Buffet lines representing the various restaurants and their product, artistically decorated according to their theme - See breakdown attached. Sufficient quantities to be provided for at least 1,200 guests.</p> <p>Additional decoration consists of large ice carving in the center of the pool spelling out “Hanoi Daewoo Hotel”</p> <p>Palmtrees wrapped with Blue and white cloth.</p>
Cocktail table set-up	<p>30 cocktail tables set around the pool and various locations in the garden for guests to dispose of their plates and glasses.</p> <p>Flower arrangements needed for all tables as well as 3 ashtrays per table, paper cocktail napkins, toothpicks</p>
Clearing stations	4 Stations in corners of the garden (out of sight) for debarrassage and service convenience.
Manning	<p>Total of 80 service employees will be assigned in stations,</p> <ul style="list-style-type: none"> <li>- Helpers to be borrowed from Grand Lakeview Hotel (40 pax) and administrative personnel and other non-active Hanoi Daewoo employees.</li> <li>- Total of 30 stewarding employees</li> <li>- Total of 40 kitchen employees</li> </ul> <p>Uniform issue to be addressed. Additional items to be purchased if necessary.</p>
Stage	<p>Stage placed on the lawn in front of the music pavilion as per floorplan. Size to be determined with Mr. Phuong - representative of Symphony Orchestra.</p> <p>Stage construction handled by Daewoo Construction.</p>

## KOREAN V.I.P.'s PROGRAM

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### **Day 1 - October 30, 1996**

- 1.00 pm Arrival Noi Bai
- 2.00 pm Fresh Juice bar at Lobby of the hotel  
(Rooms to be set with V.I.P. fruits, canapes)
- 5.00 pm Participation in Grand opening activities
- 9.30 pm Free

### **Day 2 - October 31, 1996**

- 7.00 am Breakfast at Iris and Lilac rooms
- 1.00 pm Lunch with Vidamco on 15th Floor of Office Building  
(Those that wish to remain free can make use of the hotel's restaurants at leisure).
- 7.00 pm Dinner with Vidamco in the Grand Ballroom of the Hotel

### **Day 3 - November 1, 1996**

- 5.00 am Breakfast at Cafe Promenade
- 6.00 am Departure for Halong Bay
- 8.00 am Breakfast on the bus  
Drinks and snack service on the bus
- 12.00 nn Arrival Halong Bay - Boat tour untill 5.00 p.m
- 2.00 pm Buffet lunch service on board (Soup, Kimchee and Rice)
- 5.00 pm Departure bus for Hanoi  
Drink and evening snack service on the bus
- 9.30 pm Arrival Hanoi Daewoo Hotel
- 10.00 pm Supper buffet service at the Cafe Promenade or Silkroad a la carte.

### **Day 4 - November 2, 1996**

- 7.00 am Breakfast at Cafe Promenade

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## GRAND OPENING COST ESTIMATE

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### Day 1 - October 30, 1996

Korean V.I.P. Set-up 120 pax	US\$ 6.50 p.p.
Grand Opening Ceremony & Reception	Food US\$ 20.00 p.p.
	Beverage US\$ 10.00 p.p.
	Decoration US\$ 12.50 p.p.
	Entertainment ?
Total estimated cost Day 1	<hr/> US\$51,780.00

### Day 2 - October 31, 1996

Korean V.I.P. breakfast	US\$ 7.50 p.p.
Total estimated cost Day 2	<hr/> US\$ 900.00

### Day 3 - November 1, 1996

Korean V.I.P. breakfast	US\$ 7.50 p.p.
Bustour drinks & snacks	US\$ 8.00 p.p.
Korean V.I.P. Luncheon	US\$25.00 p.p.
Bustour drinks & snacks	US\$10.00 p.p.
Korean V.I.P. Dinner	US\$17.50 p.p.
Total estimated cost Day 3	<hr/> US\$ 6,800.00

### Day 4 - November 2, 1996

Korean V.I.P. breakfast	US\$ 7.50 p.p.
Total estimated cost Day 4	<hr/> US\$ 900.00