

GRAND OPENING OCTOBER 30, 1996
FOOD & BEVERAGE ACTION PLAN

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.

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

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

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

Greeting 4 Doorman at the entrance of the hotel opening doors and directing guests to their destination.
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.
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	Welcome service line at garden entrance consisting of 10 staff with trays with drinks
	5 Bar stations featuring an open bar consisting of housewine, domestic beer, pouring brand spirits and soft drinks, juices.
Food service	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.
	Additional decoration consists of large ice carving in the center of the pool spelling out "Hanoi Daewoo Hotel"
	Palmtrees wrapped with Blue and white cloth.
Cocktail table set-up	30 cocktail tables set around the pool and various locations in the garden for guests to dispose of their plates and glasses.
	Flower arrangements needed for all tables as well as 3 ashtrays per table, paper cocktail napkins, toothpicks
Clearing stations	4 Stations in corners of the garden (out of sight) for debarrassage and service convenience.
Manning	Total of 80 service employees will be assigned in stations, <ul style="list-style-type: none"> - Helpers to be borrowed from Grand Lakeview Hotel (40 pax) and administrative personnel and other non-active Hanoi Daewoo employees. - Total of 30 stewarding employees - Total of 40 kitchen employees
	Uniform issue to be addressed. Additional items to be purchased if necessary.
Stage	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. Stage construction handled by Daewoo Construction.

KOREAN V.I.P.'s PROGRAM

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 am 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 until 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

GRAND OPENING COST ESTIMATE

Day 1 - October 30, 1996

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

Day 2 - October 31, 1996

Korean V.I.P. breakfast	US\$ 7.50 p.p.
Total estimated cost Day 2	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	US\$ 6,800.00

Day 4 - November 2, 1996

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