

HOTEL GRAND OPENING MEETING MINUTES

SEPTEMBER 3, 1996

Attendance :

- Grand opening date is set for October 23, 1996
- The program will involve two main areas:

6.00 p.m. - 6.30 p.m. Ballroom

- Speeches, Ribbon cutting ceremony followed by a champagne toast

6.30 p.m. - 8.00 p.m. Garden

- Buffet and bar service, National Symphony Orchestra playing from the La Paix balcony, Fashion show at the Music Pavilion with lambada dancers, Fireworks over Thu Le lake and Laser show.

- Attendance

Guestlist to be compiled. Guests will come from the following segments:

- Representatives of all major international commercial companies	600pax
- Diplomatic community	100pax
- Government bodies	100pax
- Tour & Travel market	50pax
- Journalists	50pax
- Hanel	100pax
- Apartment tenants and in-house guests	100pax
- Invited guests from Korea	<u>100pax</u>
	Total
	1200pax

- Areas of Responsibility:

Action plans to be submitted by various departments with regards to the following:

Ceremony	<ul style="list-style-type: none">- Empty ballroom with stage and double backdrop (BQT). Appropriate texts to be written and backdrop to be ordered. Flags from all nations to be suspended from the ceiling.Ribbon cutting ceremony (P.R. to advise number of dignitaries) to be prepared8 Trumpeteers to be contracted to herald the occasion and to lead guests from the Ballroom to the garden.Champagne stations to be included in the ballroom with sufficient number of glasses.
Engineering	<ul style="list-style-type: none">- To study plans and ensure sufficient electric power outlets, spotlights and front and garden Tivoli lighting. All music/PA systems to be tested extensively and to assist with all construction work.
Ice Carving	<ul style="list-style-type: none">- Chef to prepare enormous ice carving of Hotel Logo and name

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Invitation cards	- P.R. to seek design samples and quotations for a white embossed card with black lettering and gold name print. Appropriate text to submit for approval to Executive Office.
Fashion Show	- P.R. to establish contacts and arrange for screening. Program to be submitted. Include a famous Vietnamese pop singer and appropriate music.
Floorplans	- F&B/CHEF: to be drawn up for the Ballroom and gardens with layout of all areas where buffets and bars are to be located. Submit by Tuesday Sept. 10
Food	- Chef to submit cost estimate
Gifts	- P.R. to consult with Madame Chung. Sufficient funds to be budgeted for. Expected quantity need 1500 - 2000. Press kits to be prepared. Urgent work needs to be done on the hotel brochure for this purpose. Bags to be ordered.
Guestlist	- Sales & Marketing to prepare lists of all those that should receive an invitation and to co-ordinate the R.S.V.P.
M.C.	- Master of ceremonies to be found. Famous personality to be contracted for the evening. - P.R.
Name badge	- Preparation to be made inclusive of a corsage (HSKP). V.I.P. invited guests should be marked differently for clear recognition by all and for later access to the Lakeview.
Parking	- Security to seek necessary approval for blocking of the roads and creating sufficient parking space for all.
Press	- P.R. to arrange for adequate T.V. coverage and contact Daewoo Branch offices with regards to congratulatory advertising in the newspapers. In return we congratulate of course VIDAMCO on their opening. - Need for press conference arrangements in the afternoon to be advised by P.R.
Signage	- Signage to be prepared by P.R. with regards to guest in-room information, routing inside the hotel, opening/closure of the outlets (Cafe - closed, La Paix Silkroad and Edo - normal, Lakeview - closed, Palm Court - closed, Club Q - normal)
V.I.P. invitees	- Special program to be drawn up regarding visitors from Korea as to hotel stay and amenities by Front Office. Starting 8 p.m. Lakeview to be reserved exclusively for these guests with a supper buffet set-up and entertainment (F&B).

Next meeting to be held by Tuesday, September 10, 1996 in the boardroom.