



GREENWICH FESTIVAL CONCERT

9 JUNE 1992

TRAVEL ARRANGEMENTS TO GREENWICH

River Bus Booking

If you would like us to arrange single or return travel to Greenwich on the River Bus please complete this form and return it to Rozi Premji, at BDO Binder Hamlyn, London Marketing, 20 Old Bailey, London EC4M 7BH.

Name/s:

Address to which tickets should be sent:

.....

..... Telephone:

Please tick as appropriate

Number of places to Greenwich from:

- Swan Lane at 5.25pm
- London Bridge at 5.30pm
- St Catherines at 5.30pm
- Charing Cross at 5.35pm
- Festival Pier at 5.40pm

Number of places from Greenwich to:

- Swan Lane
- London Bridge
- St Catherines
- Festival Pier
- Charing Cross



Train times to Greenwich and Maze Hill from Central London

The journey to Greenwich takes approximately 15 minutes and 18 minutes to Maze Hill. Appropriate train times from three main line stations are as follows:

Charing Cross	17.29	17.49	18.09	18.29		
Cannon Street	17.30	17.50	18.06*			
London Bridge	17.35	17.54	17.57	18.10*	18.17	18.37

Trains from Maze Hill station to London Bridge, Waterloo East, Charing Cross depart at 09 and 39 minutes. Last two trains are at 11.09 at 11.39.
(All trains stop at Greenwich 3 minutes later.)

* This train does not stop at Maze Hill station

If you would like further information about travel arrangements please contact Rozi Premji on 071-489 9000 at the above address.

LONDON REGION CONCERT - GREENWICH 9 JUNE 1992

Event timetable

- 4.00pm Caterers, furniture, flowers and Champagne to arrive at Queen's House.
- 4.30pm SR and BDO team to arrive for familiarisation tour to set up reception and place BDO signs for car park and building.
- 5.00pm Recommended time to depart from London for those driving to Greenwich.
- 5.15 & 5.35 River bus to Greenwich departs Charing Cross
5.20 & 5.40 River Bus to Greenwich departs Festival Pier
5.25 & 5.45 River Bus to Greenwich departs Swan Lane
5.30 & 5.50 River Bus to Greenwich departs London Bridge
5.30 & 5.50 River Bus to Greenwich departs St Katherines Dock
- 5.30pm Caterers able to enter Queen's House to set up reception. Drinks will be served on the terrace and in the Great Hall.
- 5.45pm Shuttle coach to Greenwich Pier to await arrival of partners and guests by River Bus from London. The BDO escort to check names before transfer to Queen's House.
- 6.00pm Car Park open for arrival of partners and guests - the car park permits forwarded with invitations will be required.
- 6.00pm BDO meet and greet team at bottom of Queen's House stairs (if wet inside entrance of the Great Hall). Partners to collect name badges if required. Guests to be checked in against list. Partners and guests will be advised cloakroom locations.
- 6.00pm - Ask BDO personnel ready to greet guests.
6.15pm
- 6.10pm Partners' welcome party to top of stairs on the Terrace of the Queen's House (if wet by the entrance of the Great Hall)
- 6.15pm Reception begins on the Terrace and inside the Queen's House (if wet the pre-concert reception will be held entirely inside the Queen's House). Waiters/waitresses will pass among the guests with cocktail sandwiches, nibbles and drinks.
- 6.15pm Tours of the Royal apartments will begin but please note that it is not possible to take food or drinks into the Royal Apartments.

7.00pm Partners and guests will be ushered to waiting coaches just outside the Queen's House for transfer into the Royal Naval College. Concert programmes will be given out on the coaches.

7.00pm BDO escorts to coaches to accompany partners and guests to the Royal Naval College.

7.10pm onwards Coaches arrive in the drive of the Royal Naval College for security check and disembarkation. Each BDO coach escort will then accompany their group to the College Chapel.

7.15pm onwards Inside College Chapel partners and guests will be escorted to our reserved blocks of seats. Tickets for seats will not be given to partners and guests.

7.25pm Everyone will be seated in the College Chapel.

7.30pm Concert begins.

7.30pm Queen's House - the caterers will start preparations for the apres-concert supper. Name cards to place settings. Table plans on display.

8.15/30pm Concert interval - there will be no interval entertaining as there are no facilities, private or public, available at the Royal Naval College. However, the BDO team will be there to advise regarding cloakroom facilities.

9.30pm Coaches to drive of Royal Naval College in readiness for transfer of partners and guests back to the Queen's House.

9.45pm approx Concert ends. Partners and guests will be escorted to the coaches.

9.45pm - 10.00pm Coaches return to the Queen's House.

10.00pm - 10.15pm Queen's House - partners and guests will be escorted to tables and supper will be served.

10.30pm Supper for BDO team.

11.30pm approx Coach departs Queen's House for London for those who travelled down on the River Bus.

BDO Team

Sheila Readwin	PR
Sara Crane	PR
Edmund Lovell	PR
Henrietta Cappin	PR
Jane Lodge	Marketing
Rozi Premji	Marketing