

Sample Meeting 2020 Event Order

Friday, 18 December 2020

Maroochy River Golf Club - 07 53731000, operations@maroochyrivergolfclub.com.au



Event Coordinator: Anthony Burke (07 5373 1000)
Client: Sample
Onsite Contact: Sample

Event Order: 545-1
Booking Reference: KTHMLGQXM
Booking Value: \$550.00 (\$0.00 paid)

Event Summary - Friday, 18 December 2020

Day 1 of 1

🕒 9:00 AM - 5:00 PM	📄 Sample	👤 Attendees: 8-10	📺 Horton Boardroom (AV Included) (Boardroom)
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Program - Friday, 18 December 2020

Day 1 of 1

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Catering

- **8 x Tea & Coffee Station (9:00 AM - 5:00 PM)**
Items
 - All Day Herbal Tea & Freshly Brewed Coffee Station
- **8x Morning Tea Mixed Cake & Seasonal Fruit Platter (10:00 AM - 10:30 AM)**
Items
 - 1 x Seasonal Fruit Platter 10 Delegate Serving (Serving Time: 10:00 AM)
- **10x Pre-Order Lunch Menu (12:00 PM - 1:00 PM)**
Items-Served on the Terrace Atrium Lunch Reserved Table
 - Vietnamese Noodle Salad (GF,VG)
 - Classic Caesar Salad (GFA)
 - ADD Grilled Chicken, Grilled Beef Fillet or Szechuan Peppered Calamari to Caesar Salad
 - Baby Beet Salad Delight-V,GF
 - Satay Chicken 9 Inch Pizza
 - Butchers Block Meat Lovers 9 Inch Pizza
 - 200g Darling Downs Rump Steak (GFA)
 - Tempura Wild Barramundi Fillet & Chips
 - Chicken Schnitzel Chips & Salad
 - Fillet Steak Sandwich (GFA)
 - Modern Margherita 9 Inch Pizza
 - Classic Double Cheese Burger
 - Three Cheese Mexican 9 inch pizza
 - Crispy Fried Chicken Burger
 - Vegetarian 9 Inch Pizza
 - Classic Hawaiian 9 Inch Pizza
 - Classic Pepperoni 9 Inch Pizza
- **Cheese & Nut Afternoon Platter (3:30 PM - 4:30 PM)**
Items-Served on the Mini Golf Barrel Area Reserved Table
 - Small cheese, nuts & vegetable platter for 10 pax

Setup & Additional Information

- **Boardroom-CovidSafe 10 PAX**
 - Turn on the lights and set air conditioning to 24 degrees.
 - Unlock internal door handle to allow guests re-entry to the room.
 - Setup required amount of chairs evenly spaced. Set for 10pax.
 - Run and the HDMI lead to the top bench under wall mounted screen.
 - Have a power-board for presenters to plug their laptop under the front bench. Switch on power-boards under the tables for the delegates to use.
 - Place the emergency procedures & Free WIFI-Introduction Letter on front bench.
 - Whiteboard placed on the left side of the room with the white board markers and eraser.
 - Signage for Guests at the foyer entry and on the room door.
 - CovidSafe paperwork to fill out by guests.
 - Setup Hand Sanitiser Station on bench under SCREEN on front bench.
- **Boardroom Tea & Coffee Machine Station**
 - Set up with Tea bags, Hot water urn, Coffee Machine, signage for hot water, coffee, lactose free, soy, skim and full cream milk, mugs as per booking required, waste bowl, sugar, stirrers on the kitchenette.
- **Boardroom Water Station**
 - In centre of the table for the delegates, place the required number of glasses and coasters with a plate for the water bottle.
 - Place a small bowl for mints on the centre of the table per 10 delegates.

Signage

SAMPLE Meeting 2020 Horton Boardroom

Additional Information for Friday, 18 December 2020

Day 1 of 1

All Departments -

- The connection to the function rooms audio visual is a standard HDMI lead. The room also has the ability to screen mirror from the Epson projector without the use of the cords using the MRGC WIFI network and advanced Chromecast. You will need to download the EPSON MIRROR SCREENING APP to use before you arrive, if you wish to use this application.

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- If you have an APPLE product or a MICRO laptop, please bring your own adaptor to connect to the HDMI lead supplied with the function room.

Daily Billing Summary for Friday, 18 December 2020

ITEM	PRICE	QTY	SUB-TOTAL
Executive Boardroom CovidSafe: The Executive Boardroom CovidSafe is an exclusive booking for up to 10 people under the Clubs Queensland CovidSafe plan. It is an all-inclusive booking for a flat rate, which includes an all day tea & coffee facility in the room, food and AV. MAX 14 CovidSafe	\$550.00	1	\$550.00
Day Estimated Total			\$550.00
Day Estimated Total (Original)			\$550.00

END DAY 1 OF 1