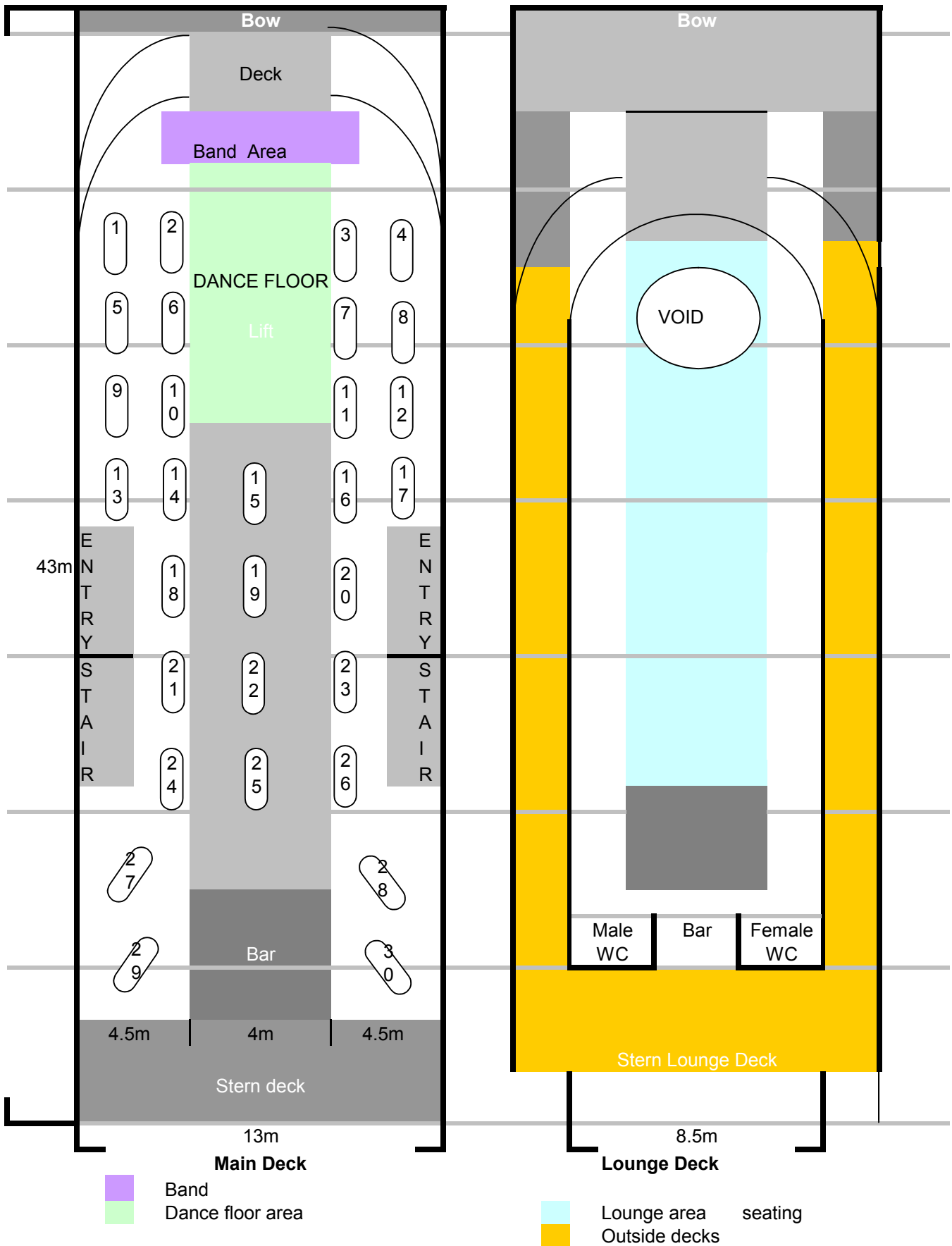


Sample Layout & Itinerary - Starship Sydney



Remove unwanted tables
 Table of 8, 10 or 12
 Table set back from stage

Itinerary & Details

Date: Tuesday 20th January 2009
Name Company X
Time 7pm - 11pm
Guests 300 pax
Professionals 12 pax
Embark KSW4
Disembark KSW4
Vessel Hire

Menu & Beverage

Menu 3 course.
Canapes on arrival
Professional meals

Beverages Bar A
Australian White Wine
Australian Red Wine
Australian Sparkling Wine
Australian Beers on Tap Soft Drink

Menu

Canapes on arrival

Entrée

Pumpkin pistachio and amaretta ravioli with burnt butter sage & shaved pecorino
Mixed herb garnish

Main

Lamb backstrap with layer potato, wilted spinach, caramelized onion and red current jus
Vegetable Stack with Basil pesto & Merideth Farm Fetta
Bowls of Vegetables per table
Freshly baked bread rolls

Dessert

Petite Gelatos, Tira misu, Pannacotta with Seasonal fruits, Butterscotch pudding, petite pavolva

Starship Sydney

MC
Organiser
Contact Email

DETAILS

Decorations

Table centrepieces Flowers

Table decorations & Items supplied by client

Placecards	Special instructions	Delivery Date
Table Menus	Special Instructions	Delivery Time

Suppliers

Flowers	Supplier	Phone
	Delivery time	Email
	Instructions	
Table centres	Supplier	Phone
	Delivery time	Email
	Instructions	
Cake	Supplier	Phone
	Delivery time	Email
	Instructions	
Other	Supplier	Phone
	Delivery time	Email
	Instructions	

Entertainment

Band	Name	Contact
	Stage	Loading Time
	Loading Time	

Water taxis Any required?

Itinerary

- 18.50pm Guests board Starship Sydney. Greeted at the door by the function manager who guides them to the lounge deck for drinks. Staff trayed & ready to serve
- 7.00pm Canape service begins
Starship Sydney Departs wharf
- 7.15pm Guests asked to move downstairs for dinner.
In house Microphone supplied.
- 7.20pm Guests seated. Wine service
- 7.25pm MC welcomes guests
- 7.35pm Entrée served
- 7.55pm Entrée cleared
- 8.10pm Presentations begin
- 8.30pm Main Course served
Band plays first set
- 9.00pm Main cleared
- 9.10pm Presentations begin
- 9.25pm Dessert buffet opens with
Tea & Coffee
- 9.40pm Band plays
- 10.15pm Band breaks
- 10.20pm Band plays
- 10.45pm Bar closes
- 11.00pm Guests disembark
- 11pm - 12am Bump out.