

SPECIAL VISIT SHEET

Visit Date: *Wednesday 19th May 2010*

Number in Party: *approx 60*

Organisation Name: *The Talking Walls*

Contact Name: *Deborah Wilson*

Beaulieu Contact: *Susan Tomkins/Margaret Rowles* **Arrival Time:** *From 10.00 am*

Reason for Visit: *Launch Event*

Departure Time: *1pm*

Itinerary:

From 10 am *Guests park in visitor car park & enter via Visitor Reception, collecting Badge at Registration Desk.*

Guests proceed to Beaulieu Abbey.

11am *Presentation in Cellarer's Hall.*

11.30 am *Drinks Reception in the Domus.*

Free time for guests to explore the Abbey.

Depart at leisure.

Special Requirements:

Tim: *Please be available to take pictures*

Annette: *Please supply a projector, screen and extension cable for the Domus, as booked.*

Alison/Gemma: *Catering as arranged. Please have the stair climber available for use.*

Dawn: *Please provide name badges and man Reception Desk.*

FOH/PH/VR/Rec: *Please be aware of this visit*

Ryan: *Signs as below*

Signs:

Welcome Board: *The Talking Walls*

Boiler House: The Talking Walls →

Outside VR: *←The Talking Walls*
↑Parking

Entrance to Arena: The Talking Walls→

Distribution:

All above: MM-S/JB/ST/RB/DW

Issued:

13.05.2010