

Sample Refreshment and Catering Schedule

Appendix 134

REFRESHMENTS IN OFFICES (Paid by Host Country)									
Serving Time	Room Location/ Floor	Office	Duration	No. of Stations	No. of Days	Remarks	Pax	Menu	Remarks
7:00 AM & 2:00 PM	Forum, Agenda	ADB Secretariat (including Registration team from 25-27 April)	25-29 April		6	Constant coffee service	30	Tea / Coffee Snacks Mineral water (in dispenser)	
7:00 AM & 2:00 PM	Agenda	ADB Secretariat	6-7 May	1	2	Constant coffee service	10	Tea / Coffee Snacks Mineral water (in dispenser)	
7:00 AM & 2:00 PM	Agenda	Includes Office of the Secretary of the Board of Governors, ADB	30 April - 5 May		6	Constant coffee service 1 dedicated waiter	30	Tea / Coffee Snacks Mineral water (in dispenser)	
7:00 AM & 2:00 PM	near Harmonie hall	Seminar Coordination Office and Meeting Room	29 April - 5 May	1	7		15	Tea / Coffee Snacks Mineral water (in dispenser)	
8:00 AM	A3	Seminar speakers Room	2-5 May	1	4		20	Tea / Coffee Snacks Mineral water (in dispenser)	
8:00 AM	Forum, Patio	Governors' Lounge	2-5 May	1	4	Constant coffee service 1 dedicated waiter	70	Tea / Coffee Snacks Mineral water (in bottles)	Use china cups
7:00 AM & 2:00 PM	Hall 3 East Wing	Observers' Lounge	2-5 May	1	4		10	Tea / Coffee Snacks Mineral water (in dispenser)	
7:00 AM & 2:00 PM	Illusion	Office of the President	1-5 May	1	5		50	Tea / Coffee / Juice Snacks Bottled water	Use china cups
		Staff Room	29 April - 5 May	1	7	Constant coffee service 2 dedicated waiters	7	Tea / Coffee / Juice Snacks Bottled water	Use china cups
		Delegations Waiting room	1-5 May	3	5		50	Tea / Coffee / Juice Snacks Bottled water	Use china cups

Serving Time	Room Location/ Floor	Office	Duration	No. of Stations	No. of days	Remarks	Pax	Menu	Remarks
7:00 AM & 2:00 PM	Areal Hall	Board of Directors' Offices	1 May	1	1	Constant coffee service	20	Tea / Coffee Snacks Mineral water (in bottles)	Use china cups
			2-5 May	3	4	Constant coffee service 6 dedicated waiters (1 waiter for 2 Suites)	80	Tea / Coffee Snacks Mineral water (in bottles)	Use china cups
7:00 AM & 2:00 PM	Hall 5	Heads of Departments' Offices	2-5 May	1	4	Constant coffee service	50	Tea / Coffee Snacks Mineral water (in dispenser)	
7:00 AM & 2:00 PM	Hall 5	Department of External Relations	29 April - 5 May	1	7	Constant coffee service	25	Tea / Coffee Snacks Mineral water (in dispenser)	
7:00 AM & 2:00 PM	Hall 5	Offices of 6 VPs Dean, ADB Institute and Managing Director General	1-5 May	1	5	Constant coffee service 2 dedicated waiters	60	Tea / Coffee Snacks Mineral water (in bottles)	Use china cups
7:00 AM & 2:00 PM	Hall 5	Civil Society Center	30 April - 5 May	1	6	Constant coffee service	10	Tea / Coffee Snacks Mineral water (in dispenser)	
7:00 AM & 2:00 PM	Congress Center	Registration Center	28 April - 5 May	1	8	Constant coffee service	30	Tea / Coffee Snacks Mineral water (in dispenser)	
	Hall 5	Journalists' area in Media Center	2-5 May	1	4	Constant coffee service	70	Tea / Coffee Snacks Mineral water (in dispenser)	

*In all cases, china and glass crockery is preferred. In some cases, it is required (as indicated).