



ANNUAL MEETING EVENT PLAN

7 October 2016, 10.30am – 12 noon

Time	Action	By whom
7.30 – 9.30am	Venue set-up – 6 October (evening) pack-in by Shipleys – check venue and continue set-up	████ / █████
9.00-9.30am	Board security briefing – L3 Boardroom, 6 Show Place	Linda / TCIL
9.45am – 10am	Security briefing with security staff – Addington	████ / █████ / TCIL
9.30-10am	Prepare coat check / handout information / sign in prep	████ / █████
10.05am	Taxis to arrive at Show Place for Board and Exec	Anna
10.10am	Board and Exec leave for Addington	Anna
10.20am	Doors open, guests start arriving	████ / █████ / TCIL
10.30am	Annual Meeting commences	All
	Meeting opening <ul style="list-style-type: none"> ○ Housekeeping – exits, toilets, earthquake instructions ○ Welcome and video ○ Purpose of meeting ○ Outline agenda ○ Questions at the end – roaming microphone will be brought to those asking the questions ○ Invitation to join the Board and staff for morning tea 	Ross Butler, Chairman
11.00 – 11.15am	Questions from the floor – 1 question per person	Ross Butler to address, direct responses
11.15 – 11.45am	Meeting concludes and attendees are invited to join the Board and staff for refreshments	Ross Butler
11.15 – 11.30am	Media conference	Ross / Anne / Peter & Linda

12.00pm	Event ends	Centre Management
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PROACTIVELY RELEASED BY
SOUTHERN RESPONSE EARTHQUAKE SERVICES LTD