

Project Bulletin Board #11-28A

Client Name	Wereldhave USA - San Antonio
Type of Service	Press Conference/Ground Breaking Ceremony Tent Set-up
Date	Wednesday, 11/28
Time	9:00 a.m. - 5:00 p.m.
Event Capacity	68 guests
Location of Service	Development Site
Contact:	Renée Crittenden-Garcia, Michael Wyant
Account Exec. Phone #	cell: (210) 259-7990, cell: (xxx) xxx-xxxx
Time	
	Description
9:00 a.m.	Theme Travelers, CrittComm arrive on-site
	Set-up tent and generator for event
	CrittComm depart after location is identified and approved
5:00 p.m.	Set-up complete
Vendor Information	
Vendor, Contact, Ph #	Theme Travelers, Janelle Plummer Office: (xxx) xxx-xxxx Cell: (xxx) xxx-xxxx

Project Bulletin Board #11-29A

Client Name	Wereldhave USA - San Antonio
Type of Service	Airport Pick-up
Date	Thursday, 11/29
Time	11:00 a.m. - 5:30 p.m.
Transportation Capacity	6 Sedans
Event Capacity	9 guests/8 transfers
Location of Service	San Antonio International Airport (SAIA) to Westin Riverwalk Hotel (WRWH)
Contact:	Renée Crittenden-Garcia
Account Exec. Phone #	cell: (210) 259-7990

Time	Description
11:00 a.m.	PPA driver/greeter arrives at SAIA (for Darren Comedy)
11:35 a.m.	PPA greeter connects w/ Darren Comedy, Southwest #16/2089 at 11:25 a.m.
11:40 a.m.	PPA driver/greeter arrives at SAIA (for Michael Winstanley)
11:45 a.m.	PPA, Darren depart for WRWH
12:10 p.m.	PPA greeter connects w/ Michael Winstanley, American #1397 at 12:00 p.m.
12:20 p.m.	PPA, Darren and Michael depart for WRWH
12:40 p.m.	PPA driver/greeter arrives at SAIA (for Brad Read)
1:10 p.m.	PPA greeter connects w/ Brad Read, United #5308 at 1:00 p.m.
1:20 p.m.	PPA, Brad depart for WRWH
1:25 p.m.	PPA, driver/greeter arrives at SAIA (for Mark van Hartesvelt)
1:40 p.m.	PPA driver/greeter arrives at SAIA (for Peter Fillat)
1:55 p.m.	PPA greeter connects w/ Mark van Hartesvelt, American #755 at 1:45 p.m.
2:05 p.m.	PPA, Mark depart for TBD destination/hotel (as directed by Mark)
2:10 p.m.	PPA greeter connects w/ Peter Fillat, Southwest #2266 at 2:00 p.m.
2:20 p.m.	PPA, Peter depart for WRWH
4:00 p.m.	PPA driver/greeter arrives at SAIA (for Joseph Anthony)
4:30 p.m.	PPA greeter connects w/ Joseph Anthony, American #552 at 4:20 p.m.
4:30 p.m.	PPA driver/greeter arrives at SAIA (for Lisa Hankamer and Tom Ryan)
4:40 p.m.	PPA, Joseph depart for WRWH
4:45 p.m.	PPA driver/greeter arrives at SAIA (for Bert Stevens)
5:00 p.m.	PPA greeter connects w/ Lisa Hankamer, Continental #C06 at 4:50 p.m., and Tom Ryan, American #1567 at 4:50 p.m.
5:05 p.m.	PPA greeter connects w/ Bert Stevens, Southwest Baggage Claim (not flying in, he will be returning his rental car and meeting the driver to return to hotel)
5:10 p.m.	PPA, Lisa and Tom depart for WRWH
5:15 p.m.	PPA, Bert depart for WRWH

Vendor Information

Vendor, Contact, Ph #	Paul Phillips & Associates, Paul Phillips Office: (xxx) xxx-xxxx, Cell: (xxx) xxx-xxxx
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Project Bulletin Board #11-29B

Client Name	Wereldhave USA - San Antonio
Type of Service	Press Conference/Ground Breaking Ceremony Supplier Set-Up
Date	Thursday, 11/29
Time	11:00 a.m. - 5:30 p.m.
Event Capacity	68 guests
Location of Service	Development Site
Contact:	Renée Crittenden-Garcia, Michael Wyant
Account Exec. Phone #	cell: (210) 259-7990, cell: (xxx) xxx-xxxx
Event Schedule	
Time	Description
11:30 a.m.	Bear A/V, Theme Travelers arrive on-site
1:00 p.m.	CrittComm, Carmen Taveras-Cruz, David Leff arrive on-site
	Michael Wyant deliver stage back-drop for installation, hard hats
	Renée Crittenden-Garcia deliver shovels
	Bear A/V load-in, set-up audio/visual equipment
	Theme Travelers, load-in and set-up lighting, staging, décor/rentals, floral/foilage, install back-drop
2:00 p.m.	Milberger's deliver dirt for Ground Breaking area, load-in
3:30 p.m.	Set-up complete
	CrittComm depart to get dressed, and depart for Westin Riverwalk Hotel for evening event set-up
5:30 p.m.	Police Officer arrives to provide overnight security
Vendor Information	
Vendor, Contact, Ph #	Bear Audio/Visual, Juan Juarez Cell: (xxx) xxx-xxxx or Mike Ramon Office: (xxx) xxx-xxxx
Vendor, Contact, Ph #	Theme Travelers, Janelle Plummer Office: (xxx) xxx-xxxx Cell: (xxx) xxx-xxxx
Vendor, Contact, Ph #	Project Control, Austin Brown Office: (xxx) xxx-xxxx Cell: (xxx) xxx-xxxx

Project Bulletin Board #11-29C

Client Name	Wereldhave USA - San Antonio
Type of Service	VIP Celebration
Date	Thursday, 11/29
Time	5:00 - 9:30 p.m.
Event Capacity	50 guests
Location of Service	Westin Riverwalk Hotel (WRWH), Olivares Room at river level
Contact:	Renée Crittenden-Garcia, Michael Wyant
Account Exec. Phone #	cell: (210) 259-7990, cell: (xxx) xxx-xxxx

Time	Description
5:00 p.m.	CrittComm arrive on-site
	Michael Wyant deliver tagged champagne bottles, brochures
	Renée Crittenden-Garcia deliver name tags
	Set-up gift and registration table, brochures at each place setting
	Oversee room set-up
6:00 p.m.	Set-up complete
6:30 p.m.	Reception Begins
	Guests begin arriving
	Hotel begin bar service and passed hors d'oeuvres
	Michael Wyant staff registration table, provide each guest with table number assignment
	Renée Crittenden-Garcia greet guests, crowd control, liaison to banquet manager/control service timing, liaison to client/control program timing
6:45 p.m.	Photographer (Roberta Barnes) arrives: some candid shots, some posed shots, shots of first part of program/champagne toast
7:20 p.m.	Renée announcement, guests please take their seats
7:30 p.m.	Carmen Taveras-Cruz, welcome, introductions, announce project, introduce Gijs
	Gijs Verweij, background on Wereldhave, discuss investment in San Antonio and élan
	Hotel begin preparing for champagne toast
7:35 p.m.	Gijs, lead guests in champagne toast
7:40 p.m.	Hotel serve first course - salad/wine service
8:00 p.m.	Hotel serve second course - ceviche/wine service
8:20 p.m.	Hotel serve third course - entrée/wine service
8:40 p.m.	Hotel serve fourth course - dessert/coffee & cordial service
8:45 p.m.	Presentation with Question & Answer session
	Carmen Taveras-Cruz, intro project team members/roles, project timeline, intro Michael Winstanley
	Michael Winstanley, conduct PowerPoint presentation of project
	Carmen/Michael, field questions from guests
9:05 p.m.	Carmen, thanks guests, closing remarks, present gifts
	Michael Wyant, Renée distribute champagne bottles to individuals/couples
	Guests mingle, begin departing
9:30 p.m.	Event Conclusion
	Hotel staff begin tear-down after all guests depart

Vendor Information

Vendor, Contact, Ph #	PSAV, Julio or Michael Office: (xxx) xxx-xxxx
Vendor, Contact, Ph #	WRWH Convention Services Manager, Heidi Hahn Lee Office: (xxx) xxx-xxxx Cell: (xxx) xxx-xxxx
Vendor, Contact, Ph #	Roberta Barnes Office: (xxx) xxx-xxxx Cell: (xxx) xxx-xxxx

Project Bulletin Board #11-30A

Client Name	Wereldhave USA - San Antonio
Type of Service	Hotel/Development Site Transportation
Date	Friday, 11/30
Time	9:00 - 10:00 a.m.
Transportation Capacity	1-23 passenger mini bus
Event Capacity	8 guests
Location of Service	Westin Riverwalk Hotel (WRWH), Development Site
Contact:	Renée Crittenden-Garcia
Account Exec. Phone #	cell: (210) 259-7990

Time	Description
9:00 a.m.	PPA driver/mini bus arrives at Westin Riverwalk Hotel (WRWH)
	Guest begin loading luggage and boarding mini bus
9:30 a.m.	PPA, guests depart for Development Site
10:00 a.m.	Arrive at Development Site
	Guests debark mini bus
	Lisa Hankamer and Mark van Hartesvelt's and luggage is transferred to sedan
	Mini bus stays on property for transfer to Bravo Restaurant

Vendor Information

Vendor, Contact, Ph #	Paul Phillips & Associates, Paul Phillips Office: (xxx) xxx-xxxx, Cell: (xxx) xxx-xxxx
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Project Bulletin Board #11-30B

Client Name	Wereldhave USA - San Antonio
Type of Service	Press Conference/Ground Breaking Ceremony
Date	Friday, 11/30
Time	7:00 - 11:30 a.m.
Event Capacity	set for 68 guests, head count as of 11/27 is 55
Location of Service	Development Site
Contact:	Renée Crittenden-Garcia, Michael Wyant
Account Exec. Phone #	cell: (210) 259-7990, cell: (xxx) xxx-xxxx

Time	Description
7:00 a.m.	Bear AV, Theme Travelers, Black Tie Affairs Catering and CritComm arrive on-site
	Final AV set-up/sound & equipment check
	Final décor set-up
	Catering set-up
	Renée Crittenden-Garcia deliver name tags, brochures
	Set-up name tags/registration table
8:00 a.m.	CrittComm disseminate RFC to TV/radio media, follow-up calls
9:30 a.m.	Set-up complete
	4 valet attendants, 6 human arrows, 2 registration attendants in position
9:45 a.m.	CrittComm disseminate RFC to TV/radio media, follow-up calls
10:00 a.m.	Guests arrive, valet parking, registration
	Theme Travelers: human arrows direct traffic, attendants valet park, greeters work registration table
	Photographer (Robertta Barnes) arrives: candid shots, posed shots, and shots of all speakers/ground breakings
10:20 a.m.	Renee, ask speakers to take the stage
10:30 a.m.	Press Conference Begins
	Carmen Taveras-Cruz, welcome, introductions, announce project, introduce Gijs
10:33 a.m.	Gijs Verweij, background on Wereldhave, discuss investment in SA and éilan
10:36 a.m.	Carmen Taveras-Cruz, intro project team members/roles, project timeline, intro Michael Winstanley
10:39 a.m.	Michael Winstanley, conduct PowerPoint presentation of project
10:45 a.m.	Rep. David Leibowitz, remarks
10:48 a.m.	Rep. Frank Corte, Jr., remarks
10:51 a.m.	Rep. Joaquin Castro, remarks
10:54 a.m.	Judge Nelson Wolff, remarks
10:57 a.m.	Councilwoman Diane Cibrian, remarks
11:00 a.m.	Carmen Taveras-Cruz, closing remarks, intro Ground Breaking
11:03 a.m.	Ground Breaking Ceremony and photos
	First: Just individuals on stage
	Second: add Greater San Antonio Chamber of Commerce
	Third: add San Antonio Hispanic Chamber of Commerce
	Fourth: add project team members
	Valet prepare for guest departures
	Greeters prepare to distribute Wereldhave/éilan brochures
11:13 a.m.	Program Conclusion
	Media Interviews
	Guests network
	Guest depart: greeters distribute brochures to guests, valet bring vehicles to guests
11:13 a.m.	Lisa Hankamer and Mark van Hartesvelt board sedan; PPA, Lisa and Mark depart for SAIA
11:30 a.m.	Guests board mini bus and depart for Bravo Restaurant
	Program Conclusion, tear down begins when all guests have departed

Vendor Information

Vendor, Contact, Ph #	Bear Audio/Visual, Juan Juarez (xxx) xxx-xxxx or Mike Ramon Office: (xxx) xxx-xxxx
Vendor, Contact, Ph #	Theme Travelers, Janelle Plummer Office: (xxx) xxx-xxxx Cell: (xxx) xxx-xxxx
Vendor, Contact, Ph #	Black Tie Affairs Catering, Roger Ojeda Office: (xxx) xxx-xxxx Cell: (xxx) xxx-xxxx
Vendor, Contact, Ph #	Robertta Barnes Office: (xxx) xxx-xxxx Cell: (xxx) xxx-xxxx
Vendor, Contact, Ph #	Paul Phillips & Associates, Paul Phillips Office: (xxx) xxx-xxxx, Cell: (xxx) xxx-xxxx

Project Bulletin Board #11-30C

Client Name	Wereldhave USA - San Antonio
Type of Service	Luncheon, Development Site/Restaurant/Airport Transportation
Date	Friday, 11/30
Time	11:00 a.m. - 1:30 p.m.
Transportation Capacity	1-23 passenger mini bus, 1 sedan
Event Capacity	9 guests (transportation), 20 guests (restaurant)
Location of Service	Development Site, Bravo Restaurant, San Antonio International Airport (SAIA)
Contact:	Renée Crittenden-Garcia
Account Exec. Phone #	cell: (210) 259-7990
Time	
Description	
10:50 a.m.	PPA driver/greeter arrives at Development Site (for Lisa Hankamer and Mark van Hartesvelt)
11:13 a.m.	PPA, Lisa, Mark depart for SAIA, Continental #C1578 at 12:50 p.m., Delta/Sky West #4023 at 2:11 p.m.
11:30 a.m.	Bert Stevens, Joseph Anthony, Darren Comedy, Peter Fillat, Tom Ryan, Michael Winstanley and Brad Read board mini bus and depart for Bravo Restaurant
11:45 a.m.	Reservation start time at Bravo Restaurant
	Lunch
12:25 p.m.	PPA driver arrive at Bravo Restaurant
12:45 p.m.	PPA, guests board mini bus and depart for SAIA
	Bert Stevens, Southwest #2353 at 2:25 p.m.
	Joseph Anthony, American #1634 at 2:35 p.m.
	Darren Comedy/Peter Fillat, Southwest #3419 at 2:35 p.m.
	Tom Ryan, American #389 at 3:10 p.m.
	Michael Winstanley, American #462 at 5:05 p.m.
	Brad Read, Frontier #686 at 7:50 p.m.
Vendor Information	
Vendor, Contact, Ph #	Paul Phillips & Associates, Paul Phillips Office: (xxx) xxx-xxxx, Cell: (xxx) xxx-xxxx
Vendor, Contact, Ph #	Bravo Restaurant, Jesse or James Office: (xxx) xxx-xxxx