

Dear Brother Knight

In thanking you for your attendance at this very special meeting of Roffa's Camp Preceptory, I must make you aware of a few important things to help the day run smoothly...

1) On arrival

- a. Please ensure you sign in. There will be sheets on the desk at the entrance.
- b. The changing area is downstairs in the Crypt, beside the dining area. There will be stewards to direct you.
- c. Please note that there will be an Evening Prayer Service at 5:30 in the Lady Chapel. Therefore, we have been asked to keep noise to the absolute minimum until the clergyman who is leading that service comes to greet us in the Transept

2) Timings

- a. The Preceptory is due to open at 6pm. However, we ask that you plan to arrive between 5pm and 5:15pm to allow for you to robe, take part in the photo-call (should you choose to), and find your seat in the Transept.
- b. There will be a brief Safety announcement and a Welcome from a member of the Cathedral clergy at about 5:50.
- c. The Preceptory will be opened as soon after 6pm as is possible.
- d. Dinner is anticipated to be at 7:45pm. It might change either way by a few minutes. Logistics in organising the meal meant bringing in a full set of kitchen equipment from outside and we might need to be a little flexible. Furthermore, this type of meeting is unique each and every time, so durations are as accurate as they can be.

3) Facilities

- a. There are ample toilet facilities in the vicinity. There will be a plan showing locations of them plus emergency exit routes in case they are needed.

4) Drinks Reception

- a. Following the closure of the Preceptory meeting, there is a planned 30-40 minute break to allow time for guests to mingle and socialise before dinner. There will be a licenced bar facility but please note it will be **CASH ONLY** due to the intermittent wifi signal in the crypt. Please then move back upstairs where there is ample room to circulate and see your friends.

5) Dining

- a. A full table plan has been prepared and will be available to view on arrival. Your place name card on your table has your menu choices indicated on it to ensure you receive your correct selections.
- b. Diners will be called forward by table and should then make their way back downstairs and take your place for dinner.

6) Departure

- a. Please ensure you have all your belongings with you.

WE HOPE YOU HAVE A VERY PLEASANT EVENING