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Lord Lieutenant-Presentation Day

PRESENTED BY **ASLI GUNEYI**

Date: 25th September
Start Time: 11AM
Venue: Holborn Headquarters
Room: Sales Room

DETAILED TIMELINE

Schedule for the event

Time	Activity	Notes
11:00 – 11:10	Welcome and introductions	Greet the Lord-Lieutenant and accompanying officials; escort them to the event space.
11:10 – 11:40	Formal Presentation Ceremony	Includes opening remarks, short speeches from leadership, and the official presentation of the Grant of Appointment and the trophy.
11:40 – 12:00	Networking and Light Refreshments	Time for networking, informal discussions, and possibly a brief tour of our premises.
12:00 – 12:25	Group Photos and Team Pictures	Capture formal shots and candid group photos with the award.
12:25 – 12:30	Farewell and Departure	Thank the Lord-Lieutenant and escort them out.

ATTENDEES

Key Internal Roles:

1. Mr Asim - Host
2. Umang - Spokesperson
3. Asli - Logistics/ refreshments
4. Anna-Logistics/Refreshments
5. Selim - Photographer
6. Emre IT support

Attendees for Presentation

1. Lord Lieutenant
2. Mr Asim
3. Umang
4. Anil
5. Mustafa
6. Asli
7. Mr Joy
8. Drishti
9. Ergin bey
10. Selim
11. Emre

Attendees for Refreshment:

1. Lord Lieutenant
2. Mr. Asim
3. Umang
4. Anil
5. Mustafa
6. Dateme
7. Mr Joy
8. Melek
9. Asli
10. Anna

Update: all guests have been confirmed by Asim bey

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KEY ASSIGNED ROLES

1. Mr Asim (Host)

Day before

- Go through structure of the presentation
- Revise the speeches

On the day

Host - support Umang with presentation
- Will accept the award + make a speech after the presentation

2. Umang (Spokesperson)

Day before

- Go through structure of the presentation
- Revise the speeches

On the day

- taking lead on the presentation
- Will make a small speech before the presentation

3. Emre (Technical Support)

Day before

- Check screens are working and set up prior

On the day

- Organise the tech related needs for the presentation

During

- He will support with changing the slides during the presentation

4. Asli/Anna (Logistics/ refreshments)

Day before

- Check that all items are on site and ready to be set up as well as all delivery confirmations
- Ensure all team are aware of the etiquette protocol and dress code
- Prepare the seating arrangements for the sales team in the marketing room
- Ask Sales team to move over to marketing room 4pm day before
- Go through the structure of the presentation + speeches
- Give brief for Management for the day operations (logistics, seating, time, structure)
- Asli to come a day before to Holborn with awards (if confirmed) to set up.

On the day

- Set up the room (seating, decorations, catering)
- Anna will purchase flowers to decorate room
- Collect and set up the catering
- Give brief again to team and management for the day
- Asli will collect the Lord Lieutenant from her parking space
- Welcome the guest and ensure everyone has sat in their allocated seating arrangements
- Offer refreshments to Lieutenant beforehand
- Manage logistics (direct team to catering once presentation is complete and when we are ready to photos)
- Asli will support with escorting Lieutenant out to her car park

5. Selim/ Dateme (photographer/support)

Day before

- Dateme will speak to Selim regarding the photoshoot (location, photo structure, etiquette)

On the day

- Selim will arrive at 10:30 and set up
- Selim will take photos and videos throughout the day - also interview some of the team
- Dateme will support with the interview questions and photography positions

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Location: Holborn Office
Room: Sales Room

SEATING & ROOM ARRANGEMENTS

Screen



Banner

Asim Bey

Lord Lieutenant

Umang

Asli

Anna

Anil

Mr Joy

Mustafa

Drishti

Ergin Bey

Selim (photographer)

Emre (IT Support)

flowers

Savoury snacks

Cupcakes

Savoury snacks

Refreshments

flowers

Entrance

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Update:
Items have been confirmed

BUDGET CONFIRMATION

Item	Quantity	Cost	Notes
Prosecco	2 bottles	£20.00	For celebratory toast
Juices	6 bottles	£15.00	To be poured into jars
Fruit (grapes/strawberries)	-	£7.00	Fresh platter for guests
M&S Chocolate Truffles	1 box	£20.00	For sweet treats
Cupcakes	36 pieces	£90.00	Approx. 10 guests
Sandwich Tray	2 trays	£70.90	Mixed selection
Savory Tray	2 trays	£64.00	Finger food
Delivery		£37.00	Confirm with caterer
Napkins & Picks	-	£9.00	For neat serving
Plates	(TBC)	-	Check with warehouse
Glasses	(TBC)	-	Check stock or hire
Water (glass bottles)	-	£10.00	Still water for guests
Flowers (refreshment area)	-	£15.00	Small arrangement
Roller Banner Printing - (3-4 day shippping)	1	£32.99	Banner which will include Kings Award emblem and Londonist logo
Grand total:		**£390.89**	

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CHECKLIST OF ITEMS TO COMPLETE

Management

1.Date of of the presentation
Answer: 25th September 11AM

2. Budget of items on slide 6
Answer: Confirmed

3. Guest list -for presentation and refreshments
Answer: Confirmed

4. Photo/ team arrangement (who and where?)
Answer: Outside office

5. Refreshments only for attendees or rest of HQ staff?
(we need to purchase extra savoury platter, sandwich platter, set of cupcakes = **£115** in addition to budget)
Answer: Confirmed

6. Guest list - external individuals?
Answer: Ergin & Sadik bey

7. Confirmation of the prepared schedule
Answer: Confirmed

8. Confirm design banner
Answer: done

9. Frame for certificate
Answer: To do

10. Confirm Speech context
Answer: To confirm

Marketing

1.Create design for banners x2
Answer: Pending design team

2.Once approved order the banners
Answer: Pending previous step

3.Get Selim's number and check availability
Answer: done and confirmed he will arrive at 10:30AM on the 25th September

4. Prepare speeches for Asim bey and Umang
Answer: needs to be reviewed and confirmed

Note: all items need TBC

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EVENT PROTOCOLS AND ETIQUETTE

Dress Code: Business formal attire for all team members.

Arrival Time: All staff should be ready and in place 15–20 minutes before the Lord-Lieutenant arrives.

Phones & Distractions: Keep phones silent during the event; no interruptions.

Photo Etiquette: Wait for the photographer's guidance for group photos.

Addressing the Lord-Lieutenant

Key etiquette tips:

- On first greeting, address her as "Lord-Lieutenant" or "Your Lord-Lieutenant" (depending on local preference; check with the Lieutenancy Office).
- In conversation, "Ma'am" (rhymes with "jam") is appropriate after the initial greeting.
- Stand when the Lord-Lieutenant enters and leaves the room.
- Avoid overly casual language; keep it warm but professional.

Note: HR will give a briefing to all staff at HQ Office a day before

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ITEMS TO CONFIRM BEFORE EVENT

Deadline: Week before Event Date (15th-24th September)

TO DO

- Send calendar invite to all attendees
- Award and certificate frame displayed
- Photography setup checked
- Signage and branding materials in place
- Speeches rehearsed and prepared
- Catering delivery time confirmed
- All staff briefed on protocol
- Structure of presentation rehearsed
- Sales team are moved to Marketing room by 24th September 4PM

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THANK *YOU*









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