

MICE Hall work plan				
Week beginning 21st December 2015				
		Task	Priority	Contact
Monday	21/12/15	AM Hall Access, preparation for FC removal	1	J Govans
		PM Hall Access, preparation for FC removal	1	J Govans
Tuesday	22/12/15	AM Hall Access, preparation for FC removal	1	J Govans
		PM Hall Access, preparation for FC removal	1	J Govans
Wednesday	23/12/15	AM Hall Access, preparation for FC removal	1	J Govans
		PM Hall Access, preparation for FC removal	1	J Govans
Thursday	24/12/15	AM Closed		DC
		PM Closed		DC
Friday	25/12/15	AM Christmas		DC
		PM Christmas		DC

Contacts:

- Hall Manager** John Govans (short code 1804)
- Duty Coordinator** Victoria Blackmore (phone: 0774 7574338)
- GLIMOS** Andy Nichols (extension 5251)
- Project Manager** Colin Whyte (phone: 07909 004555)
- Spokesman** Ken Long (phone: 07824 560302)