



MINLEY DENTAL CENTRE
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Reference: DDS/HC/MIN/01/002

See Distribution

Date: 9 May 10

**ROYAL ARMY DENTAL CORPS ALL RANKS EVENING FUNCTION SATURDAY 18
SEPTEMBER 2010**

Introduction

1. The Royal Army Dental Corps (RADC) all ranks function will take place in St Omer barracks, ALDERSHOT. The function is to coincide with the Corps annual weekend held over the dates of 17-19 Sep 2010. **There will be no Officers' Cocktail Party on the Saturday evening**

Location

2. The dinner will be held in the purpose built function room at St Omer barracks. The function room is currently under construction and is scheduled to be completed early August. In the event of any unforeseen delays the function will be held in the Junior Ranks dining room at the same location.

Feeding

3. The theme of the evening will be an around the world buffet. The buffet will consist of a minimum of 5 and a maximum of 8 dishes. Below is a list of dishes that will be used:

- a. Chinese
- b. Indian
- c. Italian
- d. German
- e. Greek
- f. Continental
- g. Caribbean
- h. English

4. There will be a vegetarian option in all dishes. For those with any special dietary requirements there will also be another option. These will be identified on the proforma and addressed to the Services manager no later than COP Fri 4 Jun10.

5. On Tue 29 Jun 10 the menu will be finalised. 3 dishes will be chosen from each theme.

Seating

6. The format of the seating arrangements will be; 30 round 6ft tables holding 10 personnel each. This gives a total of 300 Corps members sitting comfortably. A structured seating plan will be produced for the evening.
7. To help integrate Corps members the layout of the tables will be in alphabetical order.

Cost

8. Price will be £15 per head. Cheques are to be made payable to: RADC PRI.

Dress

9. Due to the nature of the evening the dress will be as follows:
 - a. Gentlemen - Trousers and shirt (with a collar)
 - b. Ladies - Skirt or trousers and a blouse/ cocktail dress

Transport

10. The majority of personnel are staying at Clayton bks and therefore can walk to St Omer bks. There will be minibuses provided to pickup and drop off in the local area ONLY as stipulated on the proforma.

Format

11. To ensure the evening is a success certain protocols need to be addressed. Below is a list of the items:
 - a. Fire Brief and muster point.
 - b. Location of toilets.
 - c. Smoking area.
 - d. Security.
12. To help maintain the standards of the function, certain etiquette needs to be followed. Below states the requirements:
 - a. Dress code.
 - b. 10 minute call.
 - c. Everyone remains standing until the Director is seated.
 - d. Tables will wait until called forward for the buffet.
 - e. Convenience breaks can be taken as and when needed, but guests will remain seated during speeches and/or entertainment.
 - f. Guests will stand and remain at their tables for the Director to retire to the bar.

Entertainment

13. Entertainment is to be in the form of a Disco. It is kindly requested for the RADC to pay for this facility.

14. The bar will be open until 2359 hrs and no later due to church parade.

Timings

15. Below are the timings for the evening:

a. 1900 hrs - Pre drinks and guests arrive.

b. 2000 hrs - Dinner

c. 2359 hrs - Bar closes.

Further Information

16. Annex A is to be filled out and returned to the undersigned by no later than 30 May 10. If the original proforma has been completed and returned there is no need to send a second. **Do not forget to send your cheques.**

17. Further information, if required, can be obtained from the undersigned.

M SLADE-JONES
Cpl
RADC

Annexes:

A. RADC All Ranks Dinner Function Proforma.

Distribution:

WO1 (CRSM) PRATT

RADC All Ranks Dinner Function Proforma

Return To:

Cpl Slade-Jones
Dental Centre Minley
3 RSME
Gibraltar Barracks
BLACKWATER
GU17 9LP

TEL: 01252 863264
(9)4261 3264

DDS(HC)-MIN-PM@Mod.uk

Number
Rank
Name
Unit

Tel
E-Mail

RADC All Ranks Dinner Function 18 September 2010 Proforma

1. Timings-

- 1900 hrs - Pre drinks & Guest Arrive
- 2000 hrs - Dinner
- 2359 hrs - Bar Closes

2. I will/will not* be attending the RADC all ranks dinner function.

3. Transport: I require pick up from:

*Tesco-Londis-Goose Green-Garrison Radio stn-Deeput-Sandhurst**

4. I have the following dietary requirements:

5. I have attached a cheque for £15 made payable to RADC PRI :(*tick one*)

Yes

No

MUST BE RETURNED BY COP 30 MAY 2010. NIL RETURNS ARE REQUESTED

**delete as necessary*