



MR. NORGROVE

PH .
Broadcasting Seminar and Lunch
Monday, 21 September

Could you please let me know the following:

1. Have you a time for the start of the Seminar and also the lunch?

I need to get admit cards and lapel labels prepared for the participants.

2. You said you would ask the Prime Minister whether she would prefer the straight table using the gilt chairs for a maximum of 34 or a rectangle made up of narrow tables with everyone seated facing inwards.

Wines

GHF have asked if the Prime Minister would like an English wine served at the lunch. I am not sure if the Prime Minister would prefer something else.

GHF would also like to know if a selection of port, brandy, and liqueurs should be served on a tray or whether a better port should be served with glasses already on the table.

Sue Goodchild

4 September 1987