

STATEMENT OF WORK

1. **PURPOSE: The Contractor shall provide a banquet facility, setup and catering for a special event.**
2. **TIME AND PLACE:** Biloxi Grand Bayview Hotel, Grand Ballroom, **14 February, 2002.** Should the need arise, the Contractor reserves the right to relocate the event to another location. Contractor will make every effort to contact the Government Point of Contact for Keesler AFB in advance of the move.
3. **ROOM SET-UP:**
 - A. Contractor will have Grand Ballroom set up prior to 12 pm (noon). Head tables to 2 rounds of 10 in center of room. Room will have 70 plus tables.
 - B. Contractor will set stage for 3-piece band inside door of Grand Ballroom. Stage with stairs on both sides for awards with 1 skirted 8 foot table.
 - C. Contractor will provide linen as follows: head table, navy under and white over with navy napkins. All other tables will be white under and navy over with navy napkins. All round tables will be set up with 10 chairs at each table.
 - D. Contractor will provide 1 cocktail table with white linen; beverage glasses turned upside down with sliced lemon and salt on the plate. Please set 1 hurricane globe centerpiece on the cocktail table with white candle.
 - E. Contractor will setup with center isle for Color guard to enter and exit Grand Ballroom.
 - F. Contractor will provide number stands on tables.
 - G. Contractor will set up one 6" skirted table outside Grand Ballroom with chairs for registration. Also setup one easel near registration table.
 - H. Contractor will start service at 6:30 pm and event will end approximately 10pm.
 - I. Contractor will provide menu to consist of the following:
 - Mixed Garden Salad**
 - Prime Rib**
 - Oven Roasted Potatoes**
 - Green Beans**
 - Rolls – Butter**
 - Freshly Brewed Coffee and Iced Tea**
 - White and Dark Chocolate Mousse**
 - Cake (sm cut)**
4. **BAR SETUP:**
 - A. Contractor has agreed to waive minimum fee on mixed drink bar.
 - B. Contractor will provide additional setup to include scattered cocktail rounds on the pool terrace area with 2 bar set-ups on pool terrace.
5. **ATTENDEES: Approximately 600**