
Royal Gold Medal and Fellowships Dinner: FAQ

1. **How do I buy tickets for the event?**
Complete and return the downloadable booking form with full payment. Tickets are allocated on first come, first served basis, so we'd advise that you book before the end of January 2009 to avoid disappointment. *Please note that we are unable to guarantee any booking until full payment has been received.*
2. **How many guests per table?**
Tables will be made up of 10 guests.
3. **When can I check that my reservation for dinner has been confirmed?**
As soon as we have received and processed full payment, we will be able to confirm your tickets; contact events@inst.riba.org.
4. **When will I receive my ticket(s)?**
Your ticket(s) will be posted, to the contact name on the booking form, **by w/c 9 February 2009.**
5. **Will my guests be sent their tickets individually?**
No, tickets will be sent to the person who purchased them. Please be aware that all guests will be required to present their ticket to gain entry to the event.
6. **When will I be asked for the name(s) of my guest(s)?**
Included with the booking form is a Guest Names form, which we require you to complete and return including the details of all guests for whom you have purchased a ticket. Please ensure that you return all forms by **Monday 9 February 2009.**
7. **Who do I notify with any dietary or special access requirements?**
Please include these details on Guest Names form as well. Alternatively contact Sarah Davey, Events Manager, via email: events@inst.riba.org **by Monday 9 February 2009.**
8. **Will I be able to sit with my guests?**
Please specify your seating requests on your Guest Names form or RSVP and we will endeavour to seat you and your guests together. Unfortunately we are unable to guarantee to place specific tables next to each other, so please bear this in mind if booking more than 10 tickets.
9. **If I attend on my own, or in a small party, who will be seated with me?**
All of the tables seat 10 guests, so any guests attending on their own, or small parties, will be seated with other guests to make up a table of 10. E.g. If you have a party of four, an additional six guests will be seated with you; or, a group of five couples will be seated together.
10. **When are table plans available?**
Table plans will be displayed at the RIBA from 17.30 onwards on the day of the event.
11. **What is the dress code?**
Black tie.
12. **What hotels are in the area?**
A list of a range of hotels is available to download from the Royal Gold Medal and Fellowships Dinner event page at www.architecture.com/whatson
NB: This list is only intended to give guidance to dinner guests. Therefore the RIBA can accept no responsibility for the standard and quality of the suggested hotels.

13. What are the timings for the dinner?

18.00	Drinks reception
18.45 - 22.00	Royal Gold Medal and Fellowships Dinner and presentations
22.15	Cash bar
23.00	Carriages

14. Where can I arrange to meet my guests on arrival?

If your guests need to collect their tickets, please ensure that you meet them outside the main entrance to the RIBA, as they will be required to present their ticket on entry.

15. Do we need to pre order extra wine on the night?

Wine served at dinner is included in the ticket price. After dinner a cash bar will be open.

16. When can I put out my place cards?

You will be able to access the Florence Hall from 17.45 to put place cards on your table. Table plans will be displayed to allow you to check where your guests are seated.

17. Further information?

If you have additional questions, please contact Sarah Davey, RIBA Event Manager via email events@inst.riba.org or telephone 020 7307 3778 or Marsha Van Moorsel on 0207 307 3775.