

## AGENDA

### Meeting to Discuss August Show Planning

Tuesday 28<sup>th</sup> June 2016 at 8:00pm (After Mini Show)

- **Apologies for Absence**
- **Matters arising from General meeting of April 28<sup>th</sup> 2016**
- **Finance**
- **Schedule distribution**
- **Show Planning - 2016 Show (see check list below)**
- **AOB**
- **Date of next Meeting**

### CHECK LIST FOR 2016 SHOW

1. POSSIBLE NEW AWARENESS BANNERS TO SUPPLEMENT EXISTING THREE
2. RISK ASSESSMENT AND FIRST AID
3. ORDERING OF TABLES FROM HARLEQUIN MARQUEES
4. DELIVERY OF HIRED TABLES PLUS `BAND TENT` AND GREEN `ROLL-UP` TENTS
5. ERECTION OF `BAND TENT`
6. TRANSPORTATION OF OUR EQUIPMENT FROM BILL HILL: WHO, WHEN, VEHICLE.
7. ACCESS TO SCOUT HUT AND HALLS
8. SET UP OF SCOUT HUT: WHO, WHEN
9. SET UP OF HALLS: WHO, WHEN
10. SITE SET UP: GAZEBOS, TABLES, CHAIRS, SUPERVISION, MANPOWER.
11. LIST OF CONFIRMED VENDORS AND DISPLAYS
12. SITE PLAN FOR VENDORS, BAND AND DISPLAYS
13. P.A. SYSTEM
14. LISTING OF ENTRIES.
15. PRINTING OF CERTIFICATES.

16. JUDGES AND HELPERS.
17. NOMINATED SHOW PHOTOGRAPHER.
18. BAND
19. MANNING OF ENTRANCE GATES AND MONEY COLLECTION
20. MANNING OF BEER TENT AND ORDERING OF SUPPLIES.
21. AFTERNOON TEAS.
22. ICE CREAMS
23. HOT FOOD
24. COLLECTION OF CUPS AND TROPHIES FROM 2015 WINNERS.
25. RAFFLE.
26. PUBLICITY AND PR.
27. CAR PARKING.
28. ANNOUNCEMENT AND AWARD OF TROPHIES.
29. AUCTION OF PRODUCE.
30. AFTER SHOW CLEAR UP OF TABLES, CHAIRS, GAZEBOS AND LITTER.
31. TRANSPORTATION OF EVERYTHING BACK TO BILL HILL
32. SUNDAY MORNING FINAL CLEAR UP.