

## NOTES FROM THE SHOW PLANNING MEETING

### HELD AFTER THE MINI SHOW on June 28<sup>th</sup> 2016

Kathy opened the meeting by thanking Suzy, Naomi, Paul and Matt for organising the mini show. She also thanked everyone who attended the show.

#### **Results from the Mini Show Show:**

Overall points Winner – Lord Hirst cup: Naomi Bassett.

Potato in a Bucket – Pomme de Terre Medallion: Eric Rockall (761 gms, closely followed by David Howarth 745 gms).

Best in Sweet Peas – Bovis Trophy: John Penney.

#### **Matters Arising from General Meeting of April 28<sup>th</sup> 2016:**

Kathy is visiting St Nicholas School to talk to the children and give out free seeds and children`s entry schedules. Kathy thanked Janet and Keith for helping to bring about the children`s projects.

Betty said children at Colleton School are interested in gardening and may be willing to participate in our show.

**Finance:** John distributed the current bank balance information which shows we have £8,165.25 in our accounts.

**Schedule Distribution:** Keith confirmed he had delivered supplies of schedules and posters (A4 and A3 sizes) to those on the onward distribution list and asked for these to be delivered by the end of June. He has more schedules, posters and children`s schedules should they be needed, just contact him for more. Keith has raised over £500 in sponsorship money which is over £200 more than last year.

#### **Show Planning:**

- Awareness Banners – Keith has designs and quotes for three new ones to replace the ageing ones we currently have. These cost £26 each plus postage and it was agreed to purchase these.
- Risk Assessment – Keith and Ken have completed this. It was agreed to look into obtaining a first aid kit. The presence at the show of EMS Medical Services together with a trained and qualified first aider and ambulance was confirmed.
- Access to Scout Hut and Halls – Frank to obtain key for scout hut from Barbara Loring on Wednesday August 17<sup>th</sup> and deliver to Janet. Halls key is in lockbox.
- Additional Tables and Band Tent. – Tables have been ordered from Harlequin Marquees. Negotiations with Harlequin for the delivery, erection, taking down and returning of the `band tent` were in progress with Frank.

- Transportation of our Equipment – To take place on Thursday morning at 10 am. Frank, Keith, Ken, Mac, Howard and David. Frank will obtain a van. Eric with help with others to wash tables. Maybe erect band tent, depending on timing of delivery and weather.
- Set-up of Scout Hut – Thursday morning Frank, Keith, Ken, Mac, Howard, David and Eric to erect tables under Janet`s direction. Janet and Howard to prepare tables ready for exhibits.
- Site set-up – Friday pm. Under Ken`s supervision erect gazebos, signs, outside tables and chairs. Maybe erect band tent. Manpower as above plus others. Need plastic sacks/bins for litter.
- Main Hall set-up – Friday 5pm. Under Julie`s supervision. Tables into main hall (Frank, Keith, Ken, John, Mac) table cloths, signs, art display panels. Julie, Jo, Kathy, Sheila, Barbara and others.
- Confirmed Vendors – Ken has confirmed a similar amount to last year. We may need additional gazebos. After discussion it was agreed that two more could be purchased if required at an approximate cost of £100 each. The site layout plan will be finalised by Ken and Keith when final vendor numbers are known.
- PA System – John will arrange and install this.
- Listing of Entries – Paul will do this and requested a trickle feed rather than `all at once`. Sue will assist Paul one again.
- Printing of Certificates – Paul will do this.
- Judges and Helpers – Keith (on behalf of Julie) and Janet confirmed all judges had confirmed and judging assistants had been nominated.
- Photography – Frank and Sheila confirmed that their two daughters will do this equipped with a quality camera.
- Band – Frank said the band was booked and had confirmed. He will confirm playing times with the band manager.
- Entrance Gates – Ted Smith will manage the front gate with Howard`s assistance selling raffle tickets. Denise will manage the back gate also selling raffle tickets.
- Beer Tent – Gavin and Sue will manage this. John said there were sufficient supplies of plastic glasses in the hall attic. Frank will order and collect the beer (Binghams). Soft drinks will also be sold in the beer tent.
- Afternoon Teas – Barbara has agreed to run this again. Soft drinks will also be sold.
- Ice Creams – Sheila has booked the ice cream van. A 15% commission will be given to the Society.
- Hot Food – Matt from The Castle will provide this and has confirmed a similar range to last year.

- Collection of Cups and Trophies – Edwin agreed to do this as in past years.
- Raffle - Heather agreed to run the raffle. She will sell tickets during the afternoon in addition to raffle tickets being sold at the gates by Howard and Denise. Keith is obtaining most of the prizes, Frank will ask Bingham's Brewery for a prize and Keith will approach The Castle for a prize. To speed things up, the raffle will be pre-drawn and the winning tickets will be displayed on a large white board which John will bring to the show.
- Publicity and PR – Mac has been active and has arranged coverage in a number of media outlets including: Wokingham Borough News Magazine (65,000 coverage), RG10 and Hurst Village Society.
- Car Parking – Eric and David agreed to manage the car parking again this year. Eric requested a `disclaimer` (at owner's risk) notice be displayed plus clearer signage for pedestrians to get to and from the halls. Two people are needed for the busy times of 1pm to 3pm. Disabled parking will be located next to the scout hut by the back entrance. Paul needs assistance to put out the no parking bollards and this year some will be placed at the junction of Sawpit Lane and School Road.
- Announcement and Award of Trophies – Kathy will announce the trophy winners, Paul will ensure the correct trophies are handed to Suzy for her to award to the winners.
- Auction of Produce – Dave Lochman will do this and Suzy agreed to provide the plastic bags for the produce.
- After Show Clear Up – Saturday afternoon we will try to pack the gazebos and fold most tables and stack them inside as happened last year. All hands on deck for this.
- After Show Clear Up – Sunday Morning starting at 8am, all hands on deck to clear and stack the tables and everything else and sweep the floors of the two facilities. Clear up outside; field car park, halls car park and orchard. Tables and chairs to be taken back to Bill Hill.
- Monday Morning – 10am – Access Bill Hill and stack tables and chairs into storage shed.
- Scarecrow Class – How and where to display scarecrows to be discussed with Ken. Kathy put forward a recommendation for the judge of the scarecrow to be Janet Spiller who has been a loyal supporter of the show for many years. This was agreed by the meeting.
- Price of Hall Rental – Frank agreed to check the price we are paying for the hall.

AOB: Treasurer – Frank reminded the meeting that John will be retiring as treasurer at the next AGM and asked members to consider anyone who they think may be willing and able to take over from John.

Date of Final Planning Meeting: To be Thursday August 4<sup>th</sup> at 7:30pm at The Castle, Frank will confirm the venue.

Kathy closed the meeting by thanking all those who organised and entered the mini show. She also thanked everyone for their enthusiastic support of the Society and its activities and looked forward to another successful show on August 20<sup>th</sup>.