

PIP 2018

Agenda

19:30 9th February 2018 @ North End Farm.

Items to agree / discuss.

1. Progress about...

- Budget, can everyone please email AB costs for items booked or planning
- Entertainment & Daytime Stalls
- Licensing, Security & Safety
- Food Vendors
- Bands, Stage & Sound
- Plant
- Bar (including staff, lorry & ordering)
- New Gazebos
- Car Parking
- Hay Bales

2. Official Roles

We need to assign official roles for the day and evening events for the Event Management Plan and the Risk Assessments.

- Event Managers
- Emergency Controllers
- Fire Officer
- First Aid Coordinator
- Marshal / Volunteer Coordinator
- Bar & Licensing
- Day Time Display Coordinator

3. Sponsors

We need to start with this sooner rather than later.

- KPMG have been approached via the PC via SA
- Grant has been applied for the gazebos from Larkfleet fund.

4. Help on the day.

- Scouts any news?
- Harlequins, do we want 4 in the evening again and do we want any during the day?
- We have 6 security guards booked for the evening
- First Aid

5. Tickets

Agree design, numbers and prices

6. Letters of thanks to PIP 17 supporters/sponsors with a brief note saying how much we made and what we propose to do with it
Maybe a press release in gazette post PIP 17
This is yet to be done ?

7. Raffle
Are we going to do one and if so we need a volunteer to organise.

8. Flashy Toys
We need a volunteer to organise and run.

9. Other Events & Donations Update
 - Pre-school thank you card with pictures
 - Donation to Baptist church for youth projects
 - Fred (Yet to get back to me)
 - Defibrillator
 - Flower Show Sponsored Prize

10. Anything Else ?
 - Something to jazz up the stage back drop ?
 - Mod existing banners.
 - Any other banners ?
 - Shall we get more signs printed rather than us print & laminate all the time.
Looks more professional and can be used more than once.
 - Cones, can we borrow again or should we buy some.