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Tasks	Lead	Date to be completed	Comments
Set date for event	All		20th August 2011
Organise regular planning meetings	JP & SJ	Ongoing	SJ will book meeting rooms
Budget Monitoring	JP	Ongoing	
Fund Raising	All	Ongoing	
Raffle Donations Requests	DG & SJ	15th April	See meeting notes Update reports due at each meeting
Tombola Donations Requests	DA & JH	15th April	See meeting notes Update reports due at each meeting
Discuss insurance with Finance			CREst has cover
Review need for public entertainment licence	DesG	14th March	
Appoint Health & safety Officer for day	DesG & DG		
Prepare Event Safety plan			Review last years
Discuss and agree security re cash for day	JP & JH	Completed	
Book Radio Jackie	DA	14th March	
Funding for Radio Jackie	S & B?		
Book Fun Fair	DA	1st May	

Book Marquee from Albany	HT	Done	
Book Community Shop	DesG		Check when opening
Book PCSO Steve	LM	14th March	
Book Activities / Events & Entertainment	DA	16th June	
Invite Organisations / Agencies to attend	JP	14th March	
Collate requirements of all stalls and report to JR.	JP	24th June	
Make sure requirements of stalls / entertainers including power can be met	JR	30th June	Tables £4.50 each.
Plan location of stalls / entertainers	JR & JohnR	1st July	For programme
Identify number of volunteers needed for the day & allocate tasks	JP & DG	1st July	
Organise Steward & Volunteer Packs	JP	14th August	
Invite Mayor		24th June	
Invitations to Councillors/ Dignitaries	SJ	24th June	
Prepare Radio Jackie timetable	JP	31st July	
Book St Johns Ambulance		1st May	
Organise soundbites for Radio Jackie from groups/organisations	CREst	14th August	
Redesign flyers & posters	SJ	24th June	
Arrange distribution of flyers across borough	DesG	14th August	
Arrange distribution of flyers for CRE	DG	14th August	DesG to order card for printing
Print Tickets	JP	14th August	
Organise raffle ticket printing	JP	24th June	

Article local papers	JP	June onwards	
Publicity for Radio Jackie leading up to the event	JP	1st August	
Cancel CPZ for the day	DesG		
Write letters to residents re car parking & prize draw	DesG	14th August	
Contact Local Fire Brigade / Police re event	DA	24th June	
Inform Env Health re event in case of complaints re Noise	DesG	24th June	
Undertake risk assessment prior to event	DesG & JH	18/19/20th August	
Inform RBK Traffic	DesG	14th August	
Inform CCTV & possible focusing on event	DesG SJ	14th August	
Redesign programme	SJ	24th June	
Include all stall location details & print programme for sale before the event		7th August	
Action Plan for the day	JP	7th August	
Notes to be left on cars informing car park closure leading up to event	DesG	10th August	
Mark out stall locations on green	JR	19th August	
Prepare Tombola	CREst	18th August	
Buy refreshments for CREst stall	CREst	18/19th August	
Buy refreshments for BBQ & Spuds stall	CREst	19th August	
Check access routes for emergency access	DesG	20th August	
Press releases after event	JP	22nd August	
Write donation thank you letter	JP	22nd August	
Orgainse debrief	JP	September	