

## PICNIC ON THE GREEN 15 JULY 2018 – PLANNING SHEET

ACTIVITY	SPACE	EQUIPMENT	COORDINATOR HELPERS	RISK ASSESS
Guests/invitees Invitations and bulletin to all in village and “friends” of the village		PCSO; PCC; Councillors; Chair of PC; Cllr Lewis all invited. Meet and greet with Martin and Stefan and Fred?  Rector; Postmen; Farmers; Chip Shop; Sailing Club; Bird Club; Wessington PC/NP group	Mike  Invitations – wording Christine; ask Michael re printing (150?)	
Area plan and risk assessment including briefing notes		2017 risk assessment template	Stefan and Mike	To be completed two weeks before the event.
Advertising boards Banner?	Green	Boards (see Nigel) Put up 10 days before the event	Martin	
Grass mowing  Grass mowing	Green – picnic area  Dog ring	Ask Hayley Pearson to mow two weeks before.	Martin has made request to PC Stefan and Mike to mow shorter	
Waste management		Mike requested 5 bins being to be delivered and removed by NEDDC – to be labelled and positioned (see plan)	Mike Martin	
Put up shelters, tables	Green – see plan	Mike's event shelter for music Bex large shelter for raffle, tombola, cup cake competition and Information Martin's shelters (2) Drinks; Games Linda's gazebo Anne's shelter for Dog Show Tables from Geoff	Martin Mike and committee Geoff and Peter	
PA system – set up		Mike borrowing PA Cable; road mats; pegs; speaker and mic	Mike	Trip hazard – secure cable Electricity supply

Petty cash; bags Donation bucket for Hall			Mike	
Singleton Event Management 1st Aid (1100 – 1700)	Hall	Own equipment	Mike	
Fire Engine	Hard standing/road	Mike to invite Alfreton Crew	Mike	
Fire Extinguishers		Two? In Hall	Mike and Stefan	Need to be “in date”
Lost Children Point/Information	Big Tent	Information folder/Accident book	Christine and Cath?	
Neighbourhood Plan Display	Hall	Display boards; Copies of Plan	Andrew Towlerton	
Photoframe and props	Green	Frame; chair; props	Martin	
Maypole Movers booked 1200 to 1245	Flat area of Green	Own music, sound system and generator. Own insurance.	Christine	Flat area needed
Music: Double Cross booked 1300 to 1600	Event shelter (ME)	Power sockets; chairs; TEN required. Own sound system.	Mike Christine – Event Notice	Power cable; road mats; trip hazard
Raffle	Table in big tent	Table; Raffle tickets, prizes, cash box 50p or £2 for 5?	Lynn Prizes needed (Lynn and Cath)	
Tombola	Table in big tent	Table; prizes; cash box; raffle tickets £1 for 3 tickets?	Christine Prizes needed (Lynn and Cath)	
Summer-Themed Cup Cake/Muffin competition (Adult and U16)	Table in big tent	Table; numbers; judging cards; certificates; prizes; cup 50p entry on the day Advert needed asap on board	Catherine to organise Advertise on board and at school? (See Cath)  Judges Anthony and W.I (Christine to ask)	
Drinks Stall	Space on Green	Tent; table	Anthony Spencer	

W.I stall – jam/marmalade		Own gazebo and tables and insurance	Christine	
Manfredi Ice cream	Corner of Green		Mike	
Sand Art		Own gazebo and insurance	Lynn organising	
Craft stall		Own gazebo and insurance	Lynn organising	
Welly Wanging		Wellies, marking tape; Laser measure, score sheet, prizes, cash bag	Martin	Safety; throwing zone
BBMF Fly Past (Dakota)	Green	Time to be confirmed	Mike	
Dog Show	Ringed area 35' square	Stakes and tape Short grass 02:00:00 PM Six classes and overall champion; Musical mats? Entry on the day (£1 per class) Rosettes and cups donated by Hounds Grooming. Own insurance.	Anne Edgar and Jill	Poo bags Water for dogs Away from picnic area On leads at all times
Clearing up			All	