**Thursday 13th June 2024, 10.30am in the George Townhouse**

**Notes from the meeting**

**Present:** Sue Bains (SB), Judith Jackson (JJ), Sue Jeffries (SJ), Peter Cowley (PC), Harriet Smith (HS), Tadge Sabatowski (TS), Des Capple

**Apologies:** Duncan Cashmore (DC)

1. **Admin:**

* Financial update and balance sheet was presented
* Minor changes from previous month – publicity materials now purchased
* Letter for businesses notifying them of the Food Festival and inviting them to open/benefit/contribute, printed and in envelopes. A list of all businesses provided
* Additional games discussed
  1. Hook a Duck – need to mend / source pool
  2. Name the rabbit – SJ has Rabbit
  3. Guess the items in the Jar – SB has some items for this

**ACTION:** HS to distribute letters to businesses in Town Centre

1. **Publicity**:

* Flyers have arrived. 1000 x A5, 200x A4 and 50 x A3. They are available whenever people want
* Agreed to start putting up in August
* Media -
  1. HS has collated a list and ready to go
  2. TS contacted Coventry and Warwick radios and will provide them with info for their diary etc.
  3. HS has contacted Food Bloggers and will give them details for sharing on social media
* Forum advert placed and request made for back page of Aug/Sept issues
* Website is being updated with stall information IF/WHEN they provide it, but need to say if some is out of date
* Freebies – after discussion it was agreed that we produce Fridge magnets at a cost around 10p each to give at Illmington Show and the Coop sale day
* Merchandise – after discussion it was agreed that we order 100 calico ready printed bags for around £250 and will sell at £5. No date so can be used again next year if necessary
* Small “cards” can be used but without email on back
* Adverts to be placed at the cinema evening June 15th, but no other opportunity

**ACTION:** SB to add note about not being responsible for out of date information about stalls onto website

**ACTION:** SB to source calico bags and magnets

**ACTION:** Ask DC to book a day at the coop to sell raffle tickets

3**. Logistics and H&S:**

* Event Management Plan – corrections discussed
* Agreed the website address will be used whenever referred to
* It was agreed that we would rename some of the roles so we were not intimating qualifications that we don’t have
  + Event Logistics Team
  + Traffic Logistics Team – to be lead by TS
* An outline Plan layout was distributed. The next step is to survey the area and produce a draft stall layout for checking.
* Des C indicated electric points on the plan to help locate those stalls requiring electricity
* Rubber matting can be provided if overhead is not feasible at any point.
* There have been 2 orders for T Shirts. We may have to do these ourselves if the number remains small
* One Busker has been given a card
* Business Cards…. Do we want more to give out/leave around?

**ACTION:**  SB to complete the Event Management Plan and submit it to Stratford Safety Advisory Group

**ACTION:** SJ and HS to measure and update the plan and bring draft layout of stalls to the next meeting

1. **Raffle and Lion Stalls:**
   * The group presented ideas and costing for Raffle Prizes and the following decisions were made

1st Prize: A Driving Experience

2nd Prize: Ultimate Gin Experience for two

3rd Prize: Chocolate Shed workshop for a family

4th Prize: 2000ft Glider Ride at Edgehill

Plus a Luxury Food Hamper and other prizes

* + We also have
    1. A bottle of Whisky from Tesco
    2. A gift pack of 3 coffees from Monsoon Coffee
    3. A hair dressing voucher
    4. A pedicure/manicure voucher
    5. A massage voucher
  + Raffle tickets will be designed and checked before ordering

**ACTION:** SB to draft tickets and distribute for checking before ordering

6. Date and time of next meeting: 10.30 on Thursday 11th July