

Initial	AJS				Notes
Agree fete in principal with PC			AJS	Done	
Agree Committee			ALL	Done	
Agree Date			ALL	Done	15/06/2024
Apply for a Grant from PC			AJS	Done	
Marketing	AJB				
Create Logo			AJB	Done	
Buy Web Site and Hosting			AJS	Done	
Create Flyers			AJB	Done	
Create Poster			AJB	Done	
Create Web Site			AJS	On-going	
Advertise on Nextdoor			AJB	On-going	
Advertise in Wot's On			AJB	April	
Advertise on Facebook			AJB	On-going	
Create signage			AJB	May	
Stall Holders	LS/AS				
Produce list of potential stall holders			RS	Done	
Produce Stall Holders Contract			AJS	Done	
Arrange Football Shootout			CS	Done	
Contact potential stall holders			LS	Done	
Produce List of possible entertainers			AJS	Done	
Book Liz Holbrook & Fellow Musicians			AJS	Done	
Arrange Vintage Cars			AJS	Done	
Arrange Plant Stall Holder			DP	Done	
Check Bouncy Castles come with Generators			LS	Done	
Book Bouncy Castles			LS	Done	
Arrange Cake Stall			LS	Done	
Art Group			AJS	Done	
Bell Ringing			AJS	Done	
Book Club			AJB	Done	
Brownies and Rainbows			RS	Done	

Explorers			AJS	Done	
Loose Ends			AJS	Done	
Gardening Club			CS	Done	
Peter Thompson Apple Juice			LS	Done	
Face Painting			LS	Done	
Blackmore Vale Lions			CS	April	
Blackmore Vale u3a			AJS	April	
CAMEO			AJS	April	
History Group			CS	April	
Line Dancing			AJS	April	
Sports Club Committee			CS	April	
WAG			AJS	April	
WI			DP	April	
Youth Club			CS	April	Volunteers?
Church			DP	April	
Village Hall			AJB	April	
Air Ambulance			BS	April	
Honesty Jar			CS	April	
Pendragon Fruit & Veg			CS	April	
Punch & Judy			JR	April	
Food & Drink	CS/DP				
Produce F&D Contract			AJS	Done	
Speak to Village Hall about food			CS	Done	
Build Bar			BS	Done	
Book Ice Cream Van			LS	Done	
Dikes Order			BS	March	
Brew Beer			BS	June	
Beer Branding			BS/AJB	May	
Infrastructure	BS/RS				
Book Steve Burrows			AJS	Done	
Book Village Hall			CS	Done	

Toilet Cleaning Costs			CS	Done	
Investigate Tannoy System			BS	Done	
Investigate Marquees/Gazebos			AJS	Done	
Investigate Walkie Talkie's			BS	Done	
Do we need Hay Bales?			ALL	Done	
Investigate Volunteers Lanyards			AJB	March	
Arrange volunteers			AJS	April	
Co-ordinate Tombola prizes			CS	On-going	
Order Lanyards			AJB	May	
Car Parking			AJS	April	
Obtain Bookers Card			AJB	April	
Shopping List			AJB	On-going	
Finances	AJS/JR				
Set Up Bank Account			AJS	Done	
Produce Sponsor Contract			JR/AJS	Done	
Produce List of Potential Sponsors			JR	Done	
Additional Bank A/c Signatories			AJS/JR	Done	
Maintain Records			AJS	On-going	
Obtain Sponsors			JR	April	
Pay in Sponsor Cash			JR	On-going	
Health & Safety	BS/AS				
Check whether we need an Event Licence			RS	Done	
Who is DBA Checked?			ALL	Done	
Check whether the Village Hall has a Premises Licence			AJS	Done	
Apply for a Temporary Event Licence			AJS	Done	
Dog Show Risk Assessment			DP	Done	
Water			CS	Done	
Produce Risk Assessment			AS	April	
Arrange Insurance			AJS	May	
Rubbish Requirements			BS	April	
Investigate First Aid Requirements			RS	April	

Produce Pitch Layout			RS/BS	May	
Bins			BS	April	
Event Itself					
Put up signage			ALL	June	
Mark out Pitches			?	June	
Event photographer			AJB	June	
Organise stall holders			BS	June	
Bunting			AJS	June	
Check Toilets			?	June	
AJS -Ashley Shirlin	AJB - Amanda Shirlin-Brown				
RS - Ronnie Smith	DB - Deborah Petheram				
LS - Lesley Scard	AS - Andy Scard				
CS - Christine Steel	BS - Bob Steel				
JR - Jane Rose					