



### Stevington N.P. Steering Group

Agenda 30<sup>th</sup> March 2015

The main purpose of this meeting is to get us ready to deliver the Launch event dates particularly establishing what is going to be done by whom and what we're not going to do

- Display Boards
  - Run through all proposed boards (overview, call for sites, green spaces, topic areas) How many
  - Branding agreement
  - Sequence in the room
  - Who is doing what with them to have them ready and at the event(s) (Printing, redrafts, sign off)
- Marketing
  - Flyers: design, printing, delivery
  - Posters/Banners: design, printing, what do we need, where are they going, who's putting them out
  - Arrows - clarity of which venue when
- Event detail
  - Volunteers (who) & roles at the event e.g.: catering, sign in, exit interview, guides, keys, clean up
  - Sign in forms
  - Exit interview forms
  - Prize draw?
  - Resources: pens, paper, post it notes, board stands, ballot & comment boxes, clicker/counter, sticky dots, tea, coffee, cakes, biscuits, alcohol?
  - Dates & times for each bit
- Budget
  - What needs to be done/spent/bought - how does that fit
- AOB