



Stevington N.P. Steering Group

Agenda 14th April 2015

The main purpose of this meeting is to get us ready to deliver the Launch event dates

- **Display Boards**
 - Run through all proposed boards & sequence
 - Inc. census data, green spaces, call for sites
 - Who is doing what with them to have them ready and at the event(s)
- **Advertising**
 - Flyers: design, printing, delivery
 - Posters/Banners/Arrows: where are they going, who's putting them out/who's collecting them
- **Event detail**
 - Volunteers (who) & roles at the event e.g.: WI, sign in, exit interview, guides, children, keys
 - Sign in forms
 - Exit interview forms
 - Prize draw?
 - Resources (double check): pens, paper, post it notes, board stands, ballot & comment boxes, tea, coffee, cakes, biscuits, bluetack, selotape, drawing pins etc.
 - Photos at the event?
- **Budget**
 - What needs to be done/spent/bought - how does that fit
 - Update on grant(s)
- **AOB**
- **Next meeting**