

**ALLOTMENT OPEN DAYS  
ORGANISATIONAL TASKS**

| <b>11/12th MAY 2019 - ALLOTMENT OPEN DAYS - Organisational Tasks</b>   |       |  | <b>ACTION BY</b> |
|--|-------|--|------------------|
| <b>FEBRUARY – Agree Dates</b>  |       |  | SECRETARY        |
| <b>MARCH</b>   |       |  |                  |
| <b>15-Mar</b>  |       |  |                  |
| Get Notice In Alsager In Focus   | email | <a href="mailto:admin@alsagertowncouncil.org">admin@alsagertowncouncil.org</a> | SECRETARY        |
| Get notice in Alsager Link - email   | email | <a href="mailto:andy@thelinkmagazines.co.uk">andy@thelinkmagazines.co.uk</a>   | SECRETARY        |
| <b>March Meeting</b> Agree who does  |       |  |                  |
| Refreshments   |       |  |                  |
| Plants   |       |  |                  |
| Gazebo and tables  |       |  |                  |
| Tombola  |       |  |                  |
| Raffle   |       |  |                  |
| <b>APRIL</b>   |       |  |                  |
| <ul style="list-style-type: none"> <li>Contact Murial Dale and ask to take photos on the day<br/><b>01270 878281</b></li> </ul>                                  | email | <a href="mailto:murielhdale@gmail.com">murielhdale@gmail.com</a>               |                  |
| <ul style="list-style-type: none"> <li>Contact The Chrinicle for Newsitem in the Paper and possible attendance at event</li> </ul>                               | email | <a href="mailto:chronicleseries@aol.com">chronicleseries@aol.com</a>           | SECRETARY        |
| <ul style="list-style-type: none"> <li>Produce Notices for each site, the Hut, Council Offices Library and any other shops, places to display notice.</li> </ul> |       | PRINTING DONE D SPALL  | SECRETARY        |
| <b>Note notices need to state Plants will be on Sale and refreshments will be available</b>  |       |  |                  |
| <ul style="list-style-type: none"> <li>Update Web Site</li> </ul>  |       |  | PH               |
| <ul style="list-style-type: none"> <li>Produce notice for each site asking for plants etc.</li> </ul>  |       |  |                  |
| <ul style="list-style-type: none"> <li>Ask people to make cakes</li> </ul>   |       |  |                  |
| <ul style="list-style-type: none"> <li>Ask for Tombola prizes</li> </ul>   |       |  |                  |
| <ul style="list-style-type: none"> <li>Ask people to help</li> </ul>   |       |  |                  |
| <ul style="list-style-type: none"> <li>Contact radio stations to promote the event</li> </ul>  |       |  |                  |
| <b>THE WEEK BEFORE</b>   |       |  |                  |
| <ul style="list-style-type: none"> <li>Arrange for the Tombola</li> </ul>  |       |  |                  |
| <ul style="list-style-type: none"> <li>Put up Banners at each site</li> </ul>  |       |  |                  |
| <ul style="list-style-type: none"> <li>Ask people for loan of tables and chairs</li> </ul>   |       |  |                  |
| <ul style="list-style-type: none"> <li>Sort out Gazebo's</li> </ul>  |       |  |                  |
| <ul style="list-style-type: none"> <li>Agree who will be on membership desk and get membership forms for desk</li> </ul>   |       |  |                  |
| <ul style="list-style-type: none"> <li>Paper plates and serviettes</li> </ul>  |       |  |                  |
| <ul style="list-style-type: none"> <li>Tables cloths for tables</li> </ul>   |       |  |                  |
| <ul style="list-style-type: none"> <li>Make sure we have suitable cups for tea/coffee</li> </ul>   |       |  |                  |
| <ul style="list-style-type: none"> <li>Make sure we have a supply of hot water</li> </ul>  |       |  |                  |
| <b>FRIDAY Before the Event</b>   |       |  |                  |
| <ul style="list-style-type: none"> <li>Arrange for 3 floats for stalls. Need 2x£5, 1X£10, 5x£1, 6x 50p, £2 of silver</li> </ul>                                  |       |  |                  |
| <ul style="list-style-type: none"> <li>Set up Gazebo's and tables</li> </ul>   |       |  |                  |
| <ul style="list-style-type: none"> <li>Bring down plants and set up</li> </ul>   |       |  |                  |
| <ul style="list-style-type: none"> <li>Get Tea/coffee/ sugar milk, squash</li> </ul>   |       |  |                  |
| <b>SATURDAY</b>  |       |  |                  |
| <b>Final set up</b>  |       |  |                  |
| Refreshments and seating area – Tombola table - Plant Stall - Membership Desk - Join the AGA Here!   |       |  |                  |