

**ALSAGER GARDENS ASSOCIATION  
ANNUAL SHOW ACTION LIST**

DATE	ACTIVITY	BY WHO
PREVIOUS SEPTEMBER	<b>Hall to be booked for 1st Saturday in September</b>	DONE D PITT
	Booking form sent to xxxx Civic Hall	
JAN/FEB/MARCH	Request permission to site banner from xxxxxx to xxxxxxx	
	Confirm Dates and details of Hall booking	
	Alsager Civic and Institute Manager ANDREA TAYLOR Tel: 01270 879711	
MARCH/APRIL	<b>Convene Show Committee to discuss the SHOW SCHEDULE and agree amendments</b>	COMMITTEE MTG 27/04/18
	<b>WRITE TO MAYORS SECRETARY AND INVITE CHESHIRE EAST BOROUGH MAYOR TO OPEN THE SHOW</b>	DONE A FORD
	<a href="#">If you would like to invite any of the Mayoral team to your event please contact Nicola Carberry on 01270 686475 or complete the online Mayoral invitation form.</a>	DONE A FORD
	Time of the event * What time would you like the Mayor to arrive? * How long would you like the Mayor to stay at the event? * Where is the event to be held? * Please give the address of the event including postcode. What are the parking arrangements for the Mayoral car? * Will refreshments be provided? * YesNo What is the dress code for the event? *	
	If you are organising a public event, please remember to submit it to the Cheshire East What's On guide. <a href="http://whatson.cheshireeast.gov.uk/">http://whatson.cheshireeast.gov.uk/</a>	A FORD
APRIL	<b>ALSAGER GARDENS COMPETITION</b> See <i>Who Does What and When</i> - Document	PH/DS DONE
APRIL	<b>PREPARE LIST OF SPONSORS AND SEND OUT SPONSORSHIP LETTERS</b>	DONE A FORD
	<b>FOR INFO - SPONSORS 2017 Taken from Show Schedule</b>	
	JOHN FROST MOTORS      PASSION FLOWERS      HARTS NURSERY	
	RADWAY GREEN GARDEN CTRE    HALL FARM    THE HANDCRAFTED CARD COMPANY	
	BRIDGEMERE GARDEN CENTRE      ASTBURY MEADOW GARDEN CENTRE	
	CARTWRIGHTS      TWO DOORS STUDIO      PIKEMERE WEB SERVICES	
	<b>Establish Judges and Confirm by Letter</b>	DONE
	<b>FOR INFO -Judges 2017 taken from Show Schedule</b>	P HUBBARD
	VEGETABLES      -Ken Eccleston 875173	Confirmed
	FLOWERS FLORAL ART & FRUIT    -Colin Cartledge 873209	Confirmed
	CAKES& PRESERVES    - Eileen Beattie - 874450	Confirmed
	CRAFTS -Judith Mason Withdrew . <b>Eileen Beattie</b> to undertake along with Cakes and Preseves 2018	Confirmed
	CHILDREN'S      - Shirley Jones - 874857	Confirmed
	PHOTOGRAPHY      -Keith Plant 883966	Confirmed
<b>PRINTING</b>		
<b>Schedules (NB Proof Reading)</b>	D SPALL	
Printing Entry Forms	DONE	
Proof Reading	DONE	
Prize Cards		
Notices For Shops, Pubs, Library		
AGC Certificates - 1st, 2nd, 3rd & Highly Commended		
Publish entry Form & Show Schedule on Web Site	DONE PH	
<b>PUT SHOW INFO IN NEWSLETTER</b>	DONE D SPALL	
<b>DISTRIBUTE NEWSLETTER</b>	DONE	
Sort out for Walk list distribution	P HUBBARD	
POST 0 & 6 & 11 / AF 1&5/ JN 2/ MH 3&10/ DH4&12/ LQ 7&8/ HR 9		

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<b>JUNE- AUG BEFORE SCHOOL HOLS</b>	<b>PROMOTION &amp; ADVERTISING</b>	
	Chronicle, Sentinel, Alsager in Focus	?
	Radio Stoke & Signal	<b>D SPALL</b>
	School Newsletters	
	<a href="http://whatson.cheshireeast.gov.uk/">http://whatson.cheshireeast.gov.uk/</a>	
	<b>SEND OUT SCHEDULES</b>	<b>A FORD</b>
	Judges, Mayor, Chair of Council	
	Arrange Bouquets	<b>A FORD</b>
	Arrange Raffle & Raffle Prizes & Raffle Tickets	<b>M HUBBARD</b>
	Sclaes for Weighing Heaviest Onion/Marrow etc	<b>A FORD</b>
	<b>REFRESHMENTS</b>	
	Refreshments for sale on day, Tea, Coffee, Cakes , Sandwiches	<b>A FORD/JFORD</b>
	Plus:	
	Judges Meals x 8 - Ham Salad	
	Mayor /Toen Council Party - Sandwich, Cake , Tea	
	Committee & Helpers Tea and Cakes	
	Organise, Tea, Coffee, Cakes, Sandwiches	
	<b>RECRUIT HELPERS</b>	
	Door	<b>M SMITH</b>
	Raffle	<b>M HUBBARD</b>
Table Layout	<b>A FORD</b>	
Plant Sales	<b>H ROBINSON</b>	
Exhibition Cards	<b>D SPALL</b>	
Stewards to Judges	<b>A FORD</b>	
Trophy Presentation	<b>A FORD</b>	
Trophy Steward	<b>A FORD</b>	
Catering & Kitchen	<b>J FORD</b>	
Person to Present Flowers	<b>A FORD</b>	
Person to Sort out Prize Money on the day	<b>D PITT</b>	
<b>DAY BEFORE SHOW</b>		
	Check Stage Lighting and Audio system	<b>DONE BY CIVIC</b>
<b>ON THE DAY OF THE SHOW</b>	<b>Saturday Day of Show - preparation start at 7 AM</b>	<b>ALL</b>
	Make sure RHS & NVS Rulebooks are available	<b>A FORD</b>
	Doors Open at 2.00pm	
	Show closes at 4.00pm	
	Clearance and finish by 5pm	
	Collect the Cup Winners Names and Enter them on the winners list	
	Take Down Posters and Road Signs	
<b>IMMEDIATELY AFTER THE SHOW</b>		
	<b>BOOK NEXT YEARS SHOW</b>	<b>D PITT</b>
	Send out Letters of thanks to all that helped	
	Treasurers Show Report	<b>D PITT</b>
	Send out letters of thanks to sponsors	<b>A FORD</b>
	Update Show Entry Records	
	Update Web site and list of Winners	<b>P HUBBARD</b>