

**ALSAGER GARDENS ASSOCIATION
ANNUAL SHOW ACTION LIST**

ANNUAL SHOW WHO DOES WHAT AND WHEN - 2019

SHOW DATE 6TH SEPTEMBER 2019

DATE	ACTIVITY	BY WHO
PREVIOUS SEPTEMBER	Hall to be booked for 1st Saturday in September	PH
	Booking form available from and returned to:	
	Alsager Civic and Institute Manager, Alsager Civic, Lawton Rd, ST7 2AE	
	T: 01270 879711	
	E: enquiries@alsagercivic.org.uk	
JAN/FEB/MARCH	Request permission to site banner from xxxxxx to xxxxxx	
	Confirm Dates and details of Hall booking	DONE PH
MARCH/APRIL	Convene Show Committee to discuss the SHOW SCHEDULE and agree amendments	
	WRITE TO MAYORS SECRETARY AND INVITE CHESHIRE EAST BOROUGH MAYOR TO OPEN THE SHOW	
	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.	
	If you are organising a public event, please remember to submit it to the Cheshire East What's On guide. http://whatson.cheshireeast.gov.uk/	
APRIL	ALSAGER GARDENS COMPETITION	PH
	See <i>Who Does What and When</i> - Document	
APRIL	PREPARE LIST OF SPONSORS AND SEND OUT SPONSORSHIP LETTERS	?
	FOR INFO - SPONSORS 2018 Taken from Show Schedule	
	JOHN FROST MOTORS PASSION FLOWERS CHATWINS HARTS NURSERY	
	RADWAY GREEN GARDEN CENTRE HALL FARM THE HANDCRAFTED CARD COMPANY	
	BRIDGEMERE GARDEN CENTRE ASTBURY MEADOW GARDEN CENTRE	
	CARTWRIGHTS TWO DOORS STUDIO PIKEMERE WEB SERVICES	
	FOL HOLLOW GARDEN CENTRE(CONG) GAVE VOUCHER RAFFLE PRIZE	
	Establish Judges and Confirm by Letter	PH
	FOR INFO -Judges 2018 taken from Show Schedule	
	VEGETABLES /FLOWERS FLORAL ART &FRUIT -Ken Eccleston 875173/Colin Cartledge 873209	
	FLOWERS FLORAL ART & FRUIT -Colin Cartledge 873209	
	CAKES & PRESERVES - Eileen Beattie - 874450	
	CRAFTS -Judith Mason NB 2018 Withdrew . Eileen Beattie undertook along with Cakes and Preserves but it was a big job!	
	CHILDREN'S - Shirley Jones - 874857	
	PHOTOGRAPHY - NEW Judge for 2019 Pete Cheetham 07703551073	DONE PH
	Email sent Feb 2019	
	PRINTING	D SPALL
	Schedules (NB Proof Reading)	
	Printing Entry Forms	
	Proof Reading	
	Prize Cards	
	Notices For Shops, Pubs, Library	
	AGC Certificates - 1st, 2nd, 3rd & Highly Commended	
	Publish entry Form & Show Schedule on Web Site	
	PUT SHOW INFO IN NEWSLETTER	
	DISTRIBUTE NEWSLETTER	
	Sort out for Walk list distribution	
	POST 0 &6 &11 / AF 1&5/ JN 2/ MH 3&10/ DH4&12/ LQ 7&8/ HR 9	
	PROMOTION & ADVERTISING	
BEFORE SCHOOL HOLS	Alsager Link Chronicle Alsager in Focus Sentinel	
	Radio Stoke & Signal	D SPALL
	School Newsletters	D SPALL
	http://whatson.cheshireeast.gov.uk/	
	SEND OUT SCHEDULES DONE	

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	Judges, Mayor, Chair of Council	
	PLANT STALL E mail sent out some responses received	HR
	Organise plants	
	Organise Helpers	
	Arrange Bouquets	A FORD
	Arrange Raffle & Raffle Prizes & Raffle Tickets IN PROGRESS SOME PRIZES RECEIVED	NH
	Scales for Weighing Heaviest Onion/Marrow etc	A FORD
	REFRESHMENTS HELPERS ORGANISED CAKES NEEDED	J FORD
	Refreshments for sale on day, Tea, Coffee, Cakes, Sandwiches	
	Plus:	
	Judges Meals x 8 - Ham Salad	
	Mayor /Toen Council Party - Sandwich, Cake, Tea	
	Committee & Helpers Tea and Cakes	
	Organise, Tea, Coffee, Cakes, Sandwiches	
	RECRUIT FURTHER HELPERS AS REQUIRED	LEAD PERSON
	Door	M SMITH
	Raffle	M HUBBARD
	Table Layout	A FORD
	Plant Sales	H ROBINSON
	Exhibition Cards	D SPALL
	Stewards to Judges	A FORD
	Trophy Presentation	A FORD
	Trophy Steward	A FORD
	Catering & Kitchen	J FORD
	Person to Present Flowers	A FORD
WEEK BEFORE THE SHOW	Person to Sort out Prize Money on the day	D PITT
DAY BEFORE SHOW	Put up posters and banners	D SPALL
	Sort out Floats	D PITT
ON THE DAY OF THE SHOW	Stage Lighting and Audio system CHECKED BY CIVIC	CIVIC
	Saturday Day of Show - preparation start at 7 AM	ALL
	Make sure RHS & NVS Rulebooks are available	A FORD
	Doors Open at 2.00pm	
	Raffle at 4.15 pm	
	Show closes at 4.30pm	
	Clearance and finish by 5pm Hall paid for til 6pm	
	Collect the Cup Winners Names and Enter them on the winners list	A FORD
IMMEDIATELY AFTER	Take Down Posters and Road Signs	D SPALL
	BOOK NEXT YEARS SHOW	
	Send out Letters of thanks to all that helped	PH
	Treasurers Show Report for Sept Meeting	D PITT
	Send out letters of thanks to sponsors	A FORD
	Update Show Entry Records	?
	Update Web site and list of Winners	PH