**Item: AIB.LIWC.Z.485.1989.pdf**

**Transcript**

TASKS TO BE DONE FOR CONFERENCE

Menu ordered

Volunteer tasks sorted

stage arranged (after 10th Nov) Richard & Debbie

bar sorted – type of drinks - **£40 Shelagh 🡪 non-alcoholic Bar.**

**L.9& Ireland - STRIP**

**searching**

**Shelagh**

food between 5 and 6.00pm (Greenwich Irish Pensioners) **– Brian**

cloakroom **– Hangens**

EXACT NUMBER OF ROOMS ABAILABLE - Equipment and Dressing Rooms.

ROOM ARRANGEMENT (Brid & Shelagh) ✓

PRINTED MATTER

 🡫

Reg forms to include : Name, Address, Contact, Children, Borough,

Separate creche forms.

Menu from ( to be filled in an collected) **AM) – Ring Mon**

Instructions for volunteers **– sequence of workload**

Instruction for chair (agreed)

AGENDAS (300) 🡪 **BREAKS: for Mon, 11.30. Thures**

PUBLICITY LEAFLETS FOR EVENING ( separate)

LIWC Questionnaire

Leaflet re LIWC threat with closure (Campaign Group)

OTHER THINGS

Insurance of equipment

 of chairs

INDUCTION LOOP 🡪

TEAS, COFFEES, ETC

URNS

ACCESS FOR equipment set up (Sat ‘til 7.00) and for Induction loop

STALLS

VIDEOS

EXHIBITIONS

Curtains for windows for evening performances

 **CONTRACTS WITH PERFORMERS**

 **BIN BAGS**

 **Rota for stewards I volunteers**

 **CASH 🡪 £200 – 300 FLOAT**

**Offer**

**SPEAKERS**

**PUBLICITY**

**WORKSHOP**

**① petrol**

**② expenses for**

 **facilitators**

 **+ volunteers**

**③ other eg**

 **cups, teas**