

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.

food between 5 and 6.00pm (Greenwich Irish Pensioners) - BRW

cloakroom - hangers

EXACT NUMBER OF ROOMS AVAILABLE - Equipment and Dressing Rooms.

ROOM ARRANGEMENT (Brid & Shelagh) ✓

PRINTED MATTER



Reg forms to include : Name, Address, Contact, Children, Borough, Seperate Creche forms.

Menu form (to be filled in and collected) AM) - Amy Mch.

Instructions for volunteers - sequence of workload

Instructions for chair (agreed)

AGENDAS (300) → BREAKS: for Mon, 1130. Tues.

PUBLICITY LEAFLETS FOR EVENING (seperate)

LIWC Questionnaire

Leaflet re LIWC threat with closure (Campaign Group)

L.P. Ireland - Sr. P. searching
Shelagh

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 / volunteers

CASH → 200-300 FLOAT

Other
SPEAKERS
PUBLICITY
WORKSHOPS

① petrol
② expenses for facilities + volunteers
③ other eg cups, tea