

THINGS TO BE DONE FOR CONFERENCE:

FOOD: Choose menus

Draw up contract with Food People.

Arrange for food 5-6.00 with Irish in Greenwich Pensioners Group.

Transport: See all drivers have HCT tests

Arrange pick up of people needing transport (and requesting)

Equipment: Arrange test of PA (Viv to do) → FINALISE WITH VIO RE EQUIPMENT.
(CARTAGE etc).
Arrange delivery to Albany
Arrange Insurance cover (in transit)
Arrange someone to set up on am of 26th Nov
Arrange someone to look after recording of conference on tape.
Arrange with Pat Hextal re storage and send timetable of use to her.

Volunteers: Allocate tasks

Do rota of volunteers on door

Arrange rotation of stewards

Do up task list and send to all volunteers, inc times of arrival, conditions etc.

STAGE: Arrange with Albany Empire from 10th Nov

VENUE: Arrange set up of stage

Arrange access from 4.00 25th to set up for conference

BAR: Arrange drinks we would like sold: Debbie from Albany Empire in charge.
Non alcoholic drinks. complication - clear ✓
Arrange for snacks at bar.

ROOMS : Type up allocation of rooms,

Do map of Albany with illustrated guide to workshops & rooms. —

Arrange for dressing room & equipment room.

VIDEOS: Decide if we are having screenings:
which ones
what time
which TV

EXHIBITIONS: Are we having any?
Where will they stand.

CLOAKROOM: Where will it be
Arrange volunteer & tickets
Get coathangers. — maudi

WORKSHOPS

SPEAKERS: Get speaker from 26 counties
Finalise travel with Falls Rd?
Finalise with 5 min speakers : Travellers → *Asi*
Lesbians →
Older women → *Older & Cyndi*
Education
LIWC

Sort out re Troops Out & IBRG speaker?

✓
CRECHE: Trolley
Volunteers for food
Supervisors? ✓
Entertainment ✓

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GREENWICH, SOUTHWARK, ISLINGTON, HARRINGAY, ETC ETC ALL LIBRARIES
AND INFORMATION UNITS IN VARIOUS COUNCILS.

PRESS: Irish Post will do article (Paul Gribben)
Irish News to do article (Rachael Downey)
Irish World doing article (Mary Crowe)
Irish Post has no female reporter
Arrange others to send rep to conference
Invite others??.

~~ENTERTAINMENT~~: Map of London to Confused Sisters : Arrange re collection at
airport: liaise with Julie Townsend.

TRAVEL OF SMELL NO EVIL? - *Sort out details*

Dressing room
STAGE MANAGER ON NIGHT - very important

CASH: float on day;