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**Transcript**

THISGS 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 VIV RE EQUIPMENT.**

 Arrange delivery to Albany **(cartage etc)**

 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 time of

 arrival, conditions etc.

STAGE: Attange with Albany Empire from 10th Nov

VEVUE: 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. **– Mandi**

WORKSHOPS

SPEAKERS: Get speaker from 26 counties

 Finalise travel with Falls Rd?

 Finalise with 5 in speakers: Travellers 🡪 **Angie**

 Lesbians 🡪

 Older women - **older g Angie**

 Education

 LIWC

 Sort out re Troops Out & IBRG speaker?

CRECHE: Trolley ✓

 Volunteers for food

 Supervisors? ✓

 Entertainment ✓

PUBLICITY DISTRIBUATION: EALING BRENT, LAMBETH, CAMDEN, HACKNEY, LEWISHAM

 GREENWICH, SOUTHWARK, ISLINGTON, HARRINGGAY, ETC ETC ALL LIBRARIES

 AND INFORMATION UNITS I VARIOUS COUNCILS.

PRESS: Irish Post will do article (Paul Gribben)

 Irish News to so 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 collections 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;