

Public Hall Launch Event – Monday 29th April, 2019

Arrangements Progress

Budget £500

<p>Catering</p> <p>Drinks Tea, coffee, Fruit Juice, Squash</p> <p>3-5pm session Cream tea Christina attempt to source donations of items or ingredients. Other contacts will be approached</p> <p>6-8pm session Marion Burchell</p> <p>Cocktail pasties, sandwiches (incl gluten free/veg) savoury sausages, smoked salmon squares, raspberry meringues, flapjacks and chocolate brownies Buffet for 40 people</p> <p>Have let Marion know the new date.</p>	<p>Approx. £15</p> <p>CW</p> <p>£6 per head (40 people £240)</p>
<p>Publicity</p> <p>A Facebook event has been created and shared widely.</p> <p>The poster and information will be included in the March edition of the Lyskerrys magazine. It's due from printers 8th March.</p> <p>The poster and info has been sent to all Members asking them to forward it to their contacts.</p> <p>1000 A5 flyers have been ordered (cost £47.57)</p> <p>Info can form part of the TC stand at the Community Fair</p> <p><i>Press release – who should produce this? Christina, Ian, Tony, Mandy, ?</i></p> <p><i>Amanda George blogger – Mandy has asked Anna for the details of this lady.</i></p> <p><i>Frugal Queen – Mandy will check with Naomi the correct username on Twitter as there are a few variations.</i></p>	<p>Members</p> <p>MH to collect</p> <p>Members</p> <p>?</p> <p>MH</p> <p>MH</p>

<p><i>Dalek – check out the options for this with David Ambler/Phil Chapman</i></p>	<p>MH</p>
<p>Entertainment</p> <p>Parti People (Karen Lee) have offered to come for free as follows:</p> <p>3:45-4:15 mini disco party- games and party dances with sweetie prizes 4:40-5 another mini disco party ending with snow and bubbles (don't worry it's not messy!!) In between this time we will have a table set up with colouring items on it. This will demonstrate our teddy workshop parties. We will have a grid wall of bears and outfits plus the stuffing machine so we can demonstrate how it works. If they want to buy one they can, we'll also have make at home kits ready just in case. We will have a dozen or so sweetie cones made that people can buy if they want but it will also be a demonstration of another activity we offer at parties. I'll probably bring some balloons so I can make swords etc for any children that linger. So just to confirm we'll be bringing a full disco set up plus a large table, 6ft grid wall, roller banner, 6ft stuffing machine and colouring equipment etc. We will probably need to set up around 1 if ok.</p> <p>Lighthouse CIC have been asked if they would like to bring along something suitable for ¼ of the Hall. – Clare has responded that they can bring a bouncy castle. The charge would be £55.</p> <p>The following Schools have been asked if they would like to put on performances in the afternoon, no response as yet:</p> <p>St Martin's, Hillfort, St Cleer and Darite. Although having spoken to Mr Taylor at LSCC he asked to have the info sent to him, there's a chance they may be able to perform in the afternoon.</p> <p>For the evening entertainment the following groups have been contacted:</p> <p>Liskeard School & Community College, Eden Youth Group, Jonathan Delbridge and Nic Early. Nic Early has said he will probably be able to do something, no detail yet though.</p> <p>Jonathan Delbridge has responded to say he is no longer in the area and is unable to attend.</p>	<p>Free</p> <p>£55</p>

<p>Invitations</p> <p>Info from Tony – Chris May, Foreman of AD Williams should have a special invite. Chris Munson of Studio Winter Architects and Martin Perry, the structural engineer should be invited.</p> <p><i>AD Williams had sub contractors working under them. Maybe an open invite to them?</i></p> <p><i>Who are the invites for the evening coming from? Town Council / Mayor / Chair of Facilities ?</i></p>	
<p>Displays</p> <p>We have photos of the rooms, but will attempt to get some pictures when the rooms are in use</p> <p>Plastic Free info – Naomi create display and will send through for printing</p> <p>The new charges will be in place and the new information leaflets will be available.</p>	<p>MH / ET</p> <p>NT</p> <p>ET</p>
<p>Volunteers</p> <p>Volunteers at this point are:</p> <p>Daytime – Naomi</p> <p>Evening – Naomi</p>	