

**Community Fair - 1<sup>st</sup> April 2023**  
**Rota**

**Open to public 10am – 1pm ?**

<b>Overall main point of contact during whole event (8am – 1.30pm):</b>
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<b>Set Up / Signposters for participants</b>	<b>Main Entrance</b>	<b>Hall Entrance</b>
8.30am – 10.00am		

<b>Meet and Greet at Main Entrance Door for public</b>	<b>Main Entrance</b>
9.30am – 11.00am	
11.00am – 1.00pm	

<b>Town Council Stand – if having one</b>	<b>Theme/Resources needed ?</b>	
9.30am – 11.00am		
11.00am – 1.00pm (and pack away)		

<b>Mayor's Raffle</b>	<i>Can be incorporated into TC stand if not enough volunteers</i>
9.30am – 11.00pm	
11.00pm – 1.00pm	

<b>Cleaning Up</b>	
1.00pm – 2.00pm	

Request for raffle prizes and cakes etc for refreshments (if refreshments being provided again)