

HAMPSTHWAITE FEAST 2011 (provisional)

Calendar of Actions:

Date:	Action:	Notes:
Autumn		
Oct/Nov Annual General Meeting: Committee Meeting	Hon.Sec to arrange. Post notice around village Agenda: Minutes, Officer reports, Constitution, Nomination/ Election of new Committee and Officers <ul style="list-style-type: none"> • Confirm repeat bookings: inc. Hall and Cricket Field or Feast Field • Apply to RAF for display allocation • Liaise with School re: Indoor Competitions. 	
January		
Committee Meeting	No meeting	Closer links with Birstwith Show e.g. joint organisation of a Duck Race on June 11 th 2011 or early Autumn
February		
Tues 15th Committee Meeting	Initial meeting – agree calendar and priorities for year. Check bookings - e.g 'Disco', 'Bands', Stalls and Side Shows? Apply for TENS license (bars) – inc. recreation field	
March		
Tues 8 th (Shrove Tuesday) Committee Meeting	Confirm bookings Check availability of Church/Chapel for Service , Confirm licences: inc. bar, collections, insurance Agree first draft of Indoor Comps. and seek comments from school. Agree nomination for guest to open Feast and invite Write to all village societies. Liaise with Show Committee re: timings, screens, use of car park Confirm involvement of PTA, WI and butchers Details of Feast Queen selection event	Bookings to be confirmed in writing. Collection licence from Hampsthwaite police station 3 rd party insurance cover for Feast - check cover for Parade invite them to set up stalls?

April	Finalise Feast Raffle	
Tues 12th Committee Meeting	Publicise and issue nomination forms for Feast Queen Check publication deadline for next issue of Parish News and post copy. Reigning Queen and attendants to be invited to selection event	
(Mon 25th is Easter Monday)	Publicise Indoor Comps. Organise prize cards, tickets and score sheets Liaise with local police Finalise Feast programme First draft of Feast Brochure Finalise Scarecrow Comp. Details	
May	Finalise Feast Quiz(s) Publicise Feast Raffle	
Tuesday 3rd Committee Meeting	Confirm selection of Feast Queen and Attendants Confirm catering details for Feast BBQ Check details of bar and teas (W.I. ?) Finalise brochure and arrange printing Organise collection areas, collection boxes and check licence Distribute Scarecrow Comp. Entry forms	
(Mon 2nd is May Day)		
June	Print and publicise Feast Quiz(s)	
Tues 7th Committee Meeting	Organise press coverage and identify photographer Distribute brochures Collection start date Publicise start of Scarecrow Comp.	
July		
Tues 5th Committee Meeting	Issue Press Notice Check availability of sports equipment Organise sports supervision Check police availability Arrange village decorations	stored at school
Tues 12th Committee Meeting	Final arrangements: inc. Feast Teas (treats?), bar rotas, clearing up squads, checking-in indoor comp. Entries, personnel for parade stewards Decorate Feast Parade route	
Thurs 21 st and Fri 22nd set-up mtg.	Set up staging, tables and screens at Memorial Hall and/or The Joiners - Collect BBQs Set-up outdoor stage and lighting Set-up Feast Field (cont. Sunday am)	
Sat 23rd	Hampsthwaite Feast, Show, BBQ & Disco	
Sun 24th	Feast Service followed by Feast Family Day	
Mon 25th Evaluation Meeting	Issue press release inc. photos and results Invite Show committee Book Memorial Hall for next year Book Feast entertainment (BBQ Band, marching band plus entertainment from Saturday of Feast) as appropriate	