

# PIP 2019

## Agenda



19:30 Wednesday 21st Nov 2018 @ The Bell Inn

### 1. Elect Chair

Elect chair to be in overall control and in charge

### 2. Jobs & Responsibilities

Please only volunteer for a section if you really do have time and want to do it. The last thing we want is to have to chase for updates / progress.

- Accounts
  - To be responsible for the pre event accounting and post event accounts. Including getting arranging all payments, floats and banking.
- Safety
  - To prepare all safety documentation and attend SAG meetings plus any other that are required.
- Security
  - To book, organise and co-ordinate 3D security.
- First Aid & Fire
  - To organise fist aid cover and have get people assigned to fire
- Food Vendors
  - To book and organise all the food vendors
- Plant & Stage
  - To work out what we require and book plant from plant hire, also coordinate with the Site Layout planner for the positioning of everything.
- Site Planning & Layout
  - To work out and plan the best layout working with all the committee members that need space.
- Toilets
  - Will need to either source a new supplier that has better equipment or work with existing people to have a better service than before.
- Stalls
  - To advertise, take bookings and coordinate for all the daytime stalls. Would be ideal if the person is available on the Friday to mark out and on the day to coordinate.
- Raffle & Flashy Toys
  - Organise raffle prizes, licence & tickets and flashy toys
- Tickets
  - To handle all the ticket sales and coordinate with any other sellers.
- Entertainment – Day Time Arena
  - To source the central arena displays. We need to keep this fresh and get different displays.

- **Activities – Day & Evening Time** 
  - To source, book and coordinate all the bouncy castles etc. Again it would be nice to have something different to keep the event fresh. Special care to be taken with making sure that any suppliers have the relevant safety certs and insurance cover. Also if any equipment being hired that does not come with staff then appropriate supervision needs to be organised.
- **Bar – License & Staff** 
  - To check all licensing is up to date and source staff for the bar.
- **Bar – Stock & Lorry** 
  - To handle all bar stock purchasing, collection and returns. Also to arrange the refrigerated lorry hire.
- **Hay Bales** 
  - To source, order and arrange collection / delivery of hay bales. \*\* If we are going to have them again \*\*
- **Sponsorship** 
  - We missed out on any financial sponsorship last year. We should really try and approach some of the businesses this year. Wessex Water would do something I am sure.
- **Recycling & Rubbish** 
  - Organise and book Viridor again for the rubbish / recycling.
- **PR & Advertising** 
  - Organise all advertising and PR with locals.
- **Helpers & Staff** 
  - If we can get our little helpers again it would be great. We also need to source some muscle for at least Sunday and possibly Friday. It is too much for the committee to handle all three days.

### 3. **Changes To Last Year**

Discuss and agree any changes to last years event.

### 4. **Budget & Ticket Prices / Numbers**

Agree budgets using last year as a benchmark.

### 5. **Bands Stage & Sound**

Discuss Dan's suggested bands and get him to book.

### 6. **Equipment Purchases & Community Projects**

Discuss any more equipment purchases with the surplus funds.

### 7. **Fish & Chip Community Lunch**

See who can do what for this.

### 8. **Anything Else**

Discuss anything else