DRAFT List of Stinchcombe Village Show 2013

Roles and Responsibilities

|  |  |
| --- | --- |
| Show Secretary |  |
| *-Collection of entries* |  |
| *-Creating entry database* |  |
| *-Organising entries on day* |  |
| *-Designing floorplan* |  |
| *-Table availability* |  |
| *-Point of contact on the day* |  |
| *-Certificate completion* |  |
| Attractions Coordinator |  |
| *-Gazebo availability* |  |
| *-Table availability* |  |
| Refreshments |  |
| Loudspeaker Setup |  |
| Certificate Design |  |
| Certificate Printing |  |
| Rosettes |  |
| Village Hall Coordination |  |
| Organising bin bags |  |
| Helpers to set up |  |
| Helpers to take everything down |  |
| Hall Heating Coordination |  |
| Publicity – First Leaflet Design |  |
| Publicity – Second Leaflet Design |  |
| Publicity – Leaflet Printing |  |
| Publicity – Leaflet Distribution |  |
| Publicity – Parish Magazine (‘The Link’) |  |
| Publicity – Newsletter (‘The Spirit’) |  |
| Publicity – Stinchcombe Website |  |
| Publicity – Stinchcombe Mailing List |  |
| Publicity – Church Notices |  |
| Publicity – Noticeboards |  |
| Publicity – Village Hall A Boards |  |
| Publicity – Signs down the avenue |  |
| Publicity – Gazette |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |