

## GARDEN OPENING WORKING DOCUMENT

DATE	TASK	NAME
MONDAY JUNE 21 st	<p>Installation of bunting by Craft group around the surgery</p> <p>Installation of bunting around village hall</p> <p>Posters made by the children of St A school to be placed around the village</p> <p>Making up raffle hampers 3 pm in village hall</p> <p>Finalisation of all signage location</p>	<p>Sian</p> <p>Roy and Tim</p> <p>Sian</p> <p>Sian, Rosie Anne and Lisa</p>
THURSDAY JUNE 24 th	Collect two gazebos from Springhead	Sian- ask Dick
FRIDAY JUNE 25 th	<p>Collect two bouquets- one from Pamplousse and one from Daisy Delbridge- keep in water in dark place!</p> <p>Cakes to be delivered to village hall between 1.30-4 pm to be priced</p> <p>Jars of joy posies to make- collect flowers from own gardens Friday morning. Make up in village hall between 1.30-4.00 priced at £3.50 each</p> <p>Time line display to put out after tai kwando</p>	<p>Rosie Anne</p> <p>Cake makers Lisa to price up and Phyl B</p> <p>Sian , Joy Murphy, Barbara Humphreys, Angie Underwood, Jenny Wathen</p> <p>Time line made by Briony, Amanda and Sian on June 16 th and stored in committee room. Sian and Jim put up Fri 25 th June pm</p>
SATURDAY JUNE 26 th	8.30-11.00- SET UP	
	<p>Teas set up and tea tables and chairs in village hall and on patio and grass</p> <p>Set up VIP table</p> <p>Use green table coverings</p> <p>Use china</p>	Lisa, Libby, Sian
	Installation of V Hall gazebos- parallel to back fence of	Tim , christian and other helpers

	surgery as close to square beds as possible- four trestle tables for Plant and posy stall, cake and recipe book stall, friendship bracelets	
	Installation of Springhead trust two gazebos- parallel to the sunflower beds- with two trestle tables – for raffle display	Dick and Andrew
	Robert McCurrach’s gazebo – for the PA system- next to the bed by the entrance gate and site – ensure cabling is covered – use external plug at VH and tape lead down. This is the site for MC- David John	Robert  Use Rosie Anne’s stable mat to cover leads
	PA system	Tim Kingsbury delivering and setting up 9.30 am
	Two BV Dairy Gazebos- next to Robert’s gazebo	Jim and Steve
	Large green area outside village hall for the Clayesmore pipers and Steps in Time	They are self sufficient – just leave room.
	Covid signage and additional signage	Roy
	BBQ and Bar - on village hall side – along fence line parallel with Joy’s cherry tree- surround the area with tables for security ( brings interest to that side of proceedings )	John and team and anyone spare
	Bins, loo signs,	Roy
	Hand sanitiser	Lisa
	Bow and ribbon on gate – by 11.45	Sian
	Cakes, posies, plants, raffle prizes on tables 11.45 and ready to go.	Anyone left.
	Bunting across surgery to prevent entry that side	
SUNDRIES	Posters made by the children to promote each stall	
	Large paper bags for the table sales	Ensure each stall have some sales
	Logo stickers for the bags	Ensure each stall have some
	First aider	Surgery member- agreed
	Sponsor and LL greeters	Sian, Lisa, Rosie Anne and Susannah
	Floats	Dick

TIMELINE	12.15 at latest	Everyone on stalls set up, Bbq, Bar and tea ladies ready to go
		Clayesmore arriving- warm up
	12.30-12.45	LL arrives – greeted etc and introduced to Robert and Lorna David John set up as MC
	12.55	Everyone in place. Words of welcome from Sian – hand over to LL Dr Damien Paterson will say a few words about social prescribing Introduction to Robert and Lorna – who will cut the ribbon and the gate opens. ( Ensure those who will meet the LL – club reps are in relevant places )  RA, SFF, Lisa and Sian – look after sponsors and introduce them to relevant people.
	1.10 onwards	BBQ and Bar open until 4 pm. John has a list of pre ordered burgers Clayesmore musicians start - pipers on grass area of village hall The horn group under gazebo in the garden and possibly barbershop singers
	1.30	Teas and cakes start to be served
	2.00-2.20	Steps in Time on large grass area in village hall
	2.30-2.55	Poco Farantissimo- under gazebo in garden
	3.00- 3.30	Bryanston band – under gazebo in garden
	3.30-3.45	Raffle Draw
	3.45-4.00	Last blast from Bryanston
	4.00	Thank yous and farewells
	Clear up!	

#### **VOLUNTEERS TASKS ON THE OPENING AFTERNOON- JUNE 26 th**

Task	Time	Name
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<b><u>ISSUE OF OPENING BOOKLETS</u></b>	From start- on tables near entrance	Ensure there are sufficient booklets on all tables to give out
<b><u>TEAS</u></b>	1.30-2.45	Phyl B, Paula E, Libby G, Sue K, Ginny R ( if you can cope with four – one on cake/ plant stall)
	2.45-4.00	Carol H, AnneH, Sarah L, Becky P, Nikki P ( if you can cope with four- one on cake/ plant stall)
<b><u>CAKE MAKER</u></b>	Cakes from recipe book for v Hall- ENSURE PLENTIFUL SUPPLY OF RECIPE BOOKS AT TEA STATIONS IN THE VILLAGE HALL – NOMINATE ONE TEA LADY TO TAKE MONEY FOR THESE SEPARATELY	Sian(2), phyl B, Libby, Lisa, Briony, Nikki P, Ginny R, Rosie SYates, Jane W, Lorna M,
	Own choice cakes for cake stall  ENSURE SUFFICIENT SUPPLIES OF RECIPES ON CAKE STALL TO SELL.	Jenny W, sue S, Laura SW, Rosie R, Jo P, Becky P, Louise M, Annie M, Mary A, Alix A, Sue C, Monique G, Sue M, Barbara H
<b><u>Plant and posy stall</u></b>	<b><u>1.00-4.00</u></b>	Sue Chippington, Sara Jane Glanville All plants will have friendship logo and single plants priced at £2.00 Posies - £3.50 each jar
<b><u>Cake stall</u></b>	1.00-4.00	Mary Adlem, Louise Murchie Cakes will have been boxed up and priced .
<b><u>Raffle</u></b>	1.00-4.00	Emma House, Jo Prendergast, Nikki P ( teas at 2.45 if needed)
<b><u>Friendship bracelets</u></b>	1.00-4.00	Sue Morgan
<b><u>MC</u></b>	1.00-4.00	Rev David John
<b><u>Sponsor greeters</u></b>	1.00-4.00	RA Yates and Susannah de FF, Lisa and Sin
<b><u>Floater</u></b>		
<b><u>Bar and bbq</u></b>	1.00-4.00	<u>John and staff</u>
<b><u>Clear up</u></b>		As many as can stay
<b><u>First aider</u></b>	1.00-4.00	Surgery staff
<b><u>Photographer</u></b>	1.00-4.00	2 Clayesmore students and teacher
<b><u>Film</u></b>	1.00-4.00	Johnny Thomson

#### REVENUE STREAM

1. **Raffle ....£5 a book**
2. **Plant stall.....£1.50-2.50 each**
3. **Posy stall.....£3.50 each**

4. Cake- large cakes £8.00, smaller cakes £4.00
5. Tea and cake - £3.00
6. Recipe books - £10