

Event Manager (Chair of organising committee)

Communications organiser

Responsible for gathering a team to do:

Minutes/agenda
Thank you letters
Emails etc
Flyers and delivery
Posters and distribution of
Publicity –contacting local organisations/media etc
Letters to residents
Arrange health and safety cover- red cross, lost children, toilets etc

Local Business liaison organiser

Responsible for a team who:

Communicate very regularly the plans of the group to all local businesses
Get support from local businesses to provide manpower on the day to help with logistical organisation (street closure, market arrangements, cleaning up etc)
Ensure local food /hospitality has a high profile/presence (ie

Funding and Grants

(income)

responsible for a team who:

Investigate and provide proposals for all grants and funding available
Provide fundraising events throughout year (with help from ALL organisers)

Treasurer

responsible for keeping check on expenditure against income- separate from other group members

Book keeping responsibilities
Report to full committee current/expected status
Receive payments from street market invoices
Pay out for services as required /agreed from organisers of various sub-groups

Entertainment

Responsible for the team who:

Organise local children to sing (static or procession as decided)
Co-ordinate band
Support band marquee arrangements
Link with Morris and any other musical or similar entertainment
Organise /co-ordinate any

Street Market organiser

Responsible for a team who:

Book the market stalls and co-ordinate the delivery and collection
Invite and receive requests for pitches
Ensure range of pitches appropriate to the flavour of the event (tasteful!)
Ensure a range of food/drink included in street market
Decide on costs for stalls etc
Communicate with traders the organisation information- invoices/times/places allocated etc
Greet traders and market stall suppliers
Provide Lights and power – putting up and away

Santa and children's entertainment

Responsible for a team who:

Ensure grotto is organised
Organise presents
Organise Santa and costume (including a stand in!!)
Organise small carousel etc for children near to Santa

Street /decoration closure organiser

Responsible for a team who arrange:

The formal street closure notices
The appropriate plan for street closure signage and cones
The ordering (and cost) of required signage
The teams to set out and collect in
The delivery and collection
Organise street cleaning and collection/removal of rubbish

Trees and lights organiser

Responsible for a team who
Arrange for purchase of small trees for high street and Tree for triangle
Check lights work and replace where necessary
Communicate with