

# Planner

## Lenswood & Forest Range Community Association

**Cherry Time, Community Picnic: Sunday 25<sup>th</sup> November 2018. Crowd size: Up to 300**

Hosted by the Forest Range Recreation Ground Committee for the L&FRCA (insurance).

TASK	CO-ODINATOR	STATUS	INCOME	EXPENSE
<b>Event Co-ordinator</b>	Peter			
<b>Paper/computer work</b>				
Event form to council – Not required				
BYO Licence – approval received from AHC	Peter	Applied 25/8/18		85
Poster	Peter	In progress		
Website/Facebook promotion	Peter/Malcolm/Susie			
Road side advertising sign				
<b>Equipment</b>				
Toilets 2 + 3 portable toilets required by AHC				
Stage marquee	Graeme			
Tables - bins	Roger			
Chairs BYO/ Chairs for band-hall steel chairs				
Umbrellas	Peter			
Rubbish bins	Graeme			
PA system	Peter			
Signage- food, toilets, emergency assembly, Donation can	Peter		100	
<b>Entertainment</b>				
Band - Contact Neil on 0417810345	Chris	Confirmed		
Face painting				
Kids games				
Bounce house. Jump First 1300 586 734		Tentatively booked		230
Santa/suit/jag/ box of gifts/ Cherry Ripes?				
<b>Catering</b>				
Sausages- advise fire restrictions	Lenswood Ranges CC	Confirmed		
Hamburgers – advise fire restrictions	Lenswood Bowling Club	Confirmed		
Cake, coffee, soft drink – advise spring water	Lenswood Primary Sch	Confirmed		
Fresh cherries – Montacute Valley Orchards		Emailed		
<b>Craft Stalls</b>	Peter			
50 Application forms /Flyers. One response		Done		7
CFS, History Group, Ag Bureau invited				
<b>Grounds management</b>				
Fire extinguishers	Peter			
First aid kit	Peter			
First aid person				
Road side signs -Community Event/Parking				
Parking – Self/ Fence posts and rope/signs				
Setting up				
Packing up				
<b>Total</b>			100	322