**FBSA Fireworks Planning Committee Meeting**

**Wednesday 13th October 2021, 7:30pm at School.**

**Apologies: Phillipa McFeat, Hannah Bodkin,**

**AGENDA**

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|  | ***Item*** | ***Notes / What we need to achieve*** | ***Who*** |
| **1.** | **Welcome** | * *Introductions*
 | CHH / ALL |
| **2.** | **T-Shirts** | * *Acquire? Who has already?*
 | CHH |
| **3.** | **In place already?** | * *Vendors*
* *Firemagic*
* *Insurance*
* *Risk Ax*
* *Paramedic*
* *Ticket Sales*
* *Glasses*
* *Lights/Barriers*
 | CHH / KB |
| **4.** | **What needs doing still?** | * *Alcohol/soft drinks/popcorn/toffee apples/crisps*
* *Crafts supplies*
* *Drinks Measures*
* *Cups -in cupboard?*
* *Protective floor covering*
* *Posters? Pre existing useable?*
* *Cloakroom clearance*
* *PA System*
* *Music*
* *Raffle prizes*
* *Raffle square/tickets? Order of drawer? 1 prize only rule?*
* *Loo roll/soap*
* *Police support on night?*
* *School open and closure*
* *Bins*
* *Carbon Offset*
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| **5.** | **Volunteers** | * *Have we got any yet?*
* *Reps to put timetable on class boards*
* *Hi Vis Jackets - stewards*
* *Walkie Talkies – allocation*
 |  |
| **6.** | **Set Up** | * *Time onsite?*
* *Firemagic site check 2/2:30pm*
* *Barriers/lights*
* *PA system*
* *Snack & Bar - use of fridge?*
* *Craft area*
* *Fenced off areas*
* *Car Park Safety – cordon?*
* *Raffle area*
* *Site clearance – benches etc*
* *Floor covering*
* *Vendor locations*
* *Signage*
* *Bins*
 |  |
| **7.** | **Set Down** | * *Site clearance for litter ?Kids*
* *Hall cleared and swept*
* *Carpet protection lifted*
* *Benches etc back in place*
* *Recycling to be taken off site*
* *Bins washed out if needed*
* *Car park cleared of debris*
* *Loo checks*
* *Vendors/ambulance directed off site*
* *Lock up*
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| **8.** | **Cash Handling** | * *FOP compliance*
* *Copies of forms available*
* *Cash aprons*
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| **9.** | **Next Meeting date** | * *TBC*
 | ALL |
| **10.** | **AOB** | * *FBSA Noticeboard*
* *Cake Sales*
* *Uniform Sale*
* *Film night*
* *Christmas Fayre*
 | ALL |