**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* |  |
| **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* |  |
| **8.** | **Cash Handling** | * *FOP compliance* * *Copies of forms available* * *Cash aprons* |  |
| **9.** | **Next Meeting date** | * *TBC* | ALL |
| **10.** | **AOB** | * *FBSA Noticeboard* * *Cake Sales* * *Uniform Sale* * *Film night* * *Christmas Fayre* | ALL |