

OPEN GARDENS

Meeting February 7th 2015

AGENDA

- 1. Committee and Responsibilities**
- 2. Volunteers and Helpers**
- 3. General Framework**
 - a. Gardens to be opened and location
 - b. Events and activities – proposed venues
 - c. Car Park options
- 4. Other Items for Discussion**
 - a. Opening Times
 - b. List and Schedule of Events
 - c. Ticket Pricing (general public and village)
 - d. Logistics
- 5. Ticket Management – sale of tickets/stalls**
- 6. Reading Room Exhibition, Duck Race, & Church Decoration**
- 7. Publicity and Advertising**
 - a. Posters and distribution
 - b. Media coverage
 - c. Signs
 - d. Sponsorship
- 8. Public Liability Insurance and Risk Assessment**
- 9. Working and Planning Schedule leading up to the day**
- 10. Any other ideas and concerns**