Water Carnival Day – Top level plan

Task	Requirements & preparation	Who will do task	By when	Done
Apply to TDC to make bucket collections on the beach, Green and street, 11am - 11pm		?	January	
Harbour Commission Risk Assessment	Complete form on-line and submit to Harbour Master	?	May	
Complete Risk Assessment for TDC		?	May	
Arrange for beach raking through Shaldon Parish Council	Liaise with SWC Secretary	Claire		
Arrange with TDC to keep Fore Street toilets open until 11.30pm		?	June	
Arrange with TDC for additional bins on the Beach and the Green	Liaise with SWC Secretary	Claire	June	
Apply for a Temporary Event Notice (TEN) for the band on The Green.		Holly		
Copy TEN licence to TDC Environmental Health and Police		Holly		
Apply to Shaldon Parish Council to use The Green	Liaise with SWC Secretary	Claire	March	
Apply to Shaldon Parish Council to use the beach	Liaise with SWC Secretary	Holly	March	
Notification of events to residents		?		
Electrical safety		Sharon		
Gas safety	May only be relevant to external stall holders			
Fire certificates				
Fire risk assessment	Do we need our own fire extinguishers?			
Liability insurances	Sharon to check with Holly			

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Beach tower / Scaffolding / Stage	External organisation – book for the day for the beach and The Green	Sharon or Claire?		
Ask for permission to use electrical supply for the Beach	Contact owner of Strand Cafe	Sharon		
Ask for permission to use electrical supply from the Clock Tower for The Green	Liaise with Lynne Mannister	Sharon or Claire?		
Daytime entertainment	Alan Austin Magic Show (plus disco for evening on The Green)			
Contact RNLI to attend				
Clear boats from beach	Notes on boats / manpower			
Committee name badges				
Make and print advertising posters	Liaise with SWC Marketing	Dee		
Posters around village	Liaise with SWC Marketing	Dee		
Advise press & publicity websites	Liaise with SWC Public Relations – cureently Claire but need someone to take on the role			
Website page	Liaise with SWC Marketing	Dee		
Hi viz jackets	How many needed?	Event co-ordinator		
Cash bags for all stalls	How many needed?	Holly		
Check collection buckets are labelled		Holly		
Arrange for bucket collectors	Organise volunteers	Holly / Andy		
Certificates for winners		Claire		
Raffle tickets	Purchase tickets. Arrange pre Carnival Day selling team plus on the day team	Sheila		
Raffle prizes	Need to know by end of May so that details can included in the programme. Sharon to write to Sheila for progress report.	Sheila		

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Games prizes	Claire / Sharon to ask local businesses for donations			
Sweets	Claire / Sharon to ask local businesses for donations			
Bottled drinks	Claire / Sharon to ask local businesses for donations			
Free drinks / bottled water for helpers				
Bin bags				
Beach signage	Create signs for : - committee tent - first aid - advice of photographers - lost children Any others required?			
Photographers	Create name badges			
PA system	Check with Stuart McMinn / Alec Collyer			
Sound systems	Check with Stuart McMinn / Alec Collyer			
First aid box	Check that we have sufficient first aid for the size and type of event			
First aiders	Consider training committee members			
Dart Removals	Arrange times for pick up from store and return to store – set up and dismantle team support Confirm how much to pay them.			
Book commentators	Contact Chris Clarence / John Lockyear. Do we need a third to replace Steve Astbury if he can't do this year			
Gazebos	Have we got enough and in good condition. Check with Storekeeper.			
Gazebo layout plan	As per last year			
Stalls layout plan	As per last year			
Stalls / gazebos set up / take down plan	Two teams to be organised, one for morning set up and one for evening dismantle			

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External stalls	Food stalls £100 / Other £35			
Bouncy Castle	1.External organisation – book for the day 2.Check relevant insurances			
Candyfloss	1.External organisation – book for the day 2.Check relevant insurances			
Ashridge Cider	1.External organisation – book for the day 2.Check relevant insurances			
Hog Roast / BBQ	1.External organisation – book for the day 2.Check relevant insurances			
Yummy Shop	1.External organisation – book for the day 2.Check relevant insurances			
Popcorn	1.External organisation – book for the day 2.Check relevant insurances			
Alan Austin	1.External organisation – book for the day 2.Check relevant insurances			
Firebox Pizza	1.External organisation – book for the day 2.Check relevant insurances			
Orsmans Hog Roast	1.External organisation – book for the day 2.Check relevant insurances			
Jewellery / local crafts	1.External organisation – book for the day 2.Check relevant insurances			
Homewares	1.External organisation – book for the day 2.Check relevant insurances			
Water Carnival stalls & games				
Arrange judges for games	Add names to detailed resources sheet			

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Organise prizes	Donations from local supermarkets / wrapped sweets / badges			
Colouring competition	Donation bucket			
Crab collecting	Held at Clipper Quay. Get bait from Orsman's			
Sand sculptures				
Coconut shy	Order 200 coconuts			
Pillow fight	Lewis Bloor organises – Sharon to check on insurance cover			
Children's games				
Splat-a-Rat				
Slide-a-Pint				
Tombola				
Hook-a-Crab				
Roll-a-Dice				
Committee tent	Point of reference for public, volunteers, bucket collectors, entry forms, information			
Boat Parade	Need to promote to encourage more entrants			
Boat numbers		Sammy		
Tides	Sharon to check with Alec Collyer / Chris Clarence	Sammy		
Safety boats		Sammy		
Beach marshalls	Organise volunteers	Sammy / Andy		
Application forms		Event co-ordinator / committee tent		

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Task	Requirements & preparation	Who will do task	By when	Done
Commentator				
Judges	Can we get a celebrity?			
Radios		Sammy		
Admin docs for recording entrants / winners	Sammy to manage pre-day / on the day managed by Committee tent / Holly			
Prizes	Organise prize cups			
Fancy Dress				
Write to Shaldon Primary School for usage of playground for Fancy Dress		Claire	June	
Arrange with PSO Colin Ryder to assist with the fancy dress moving from school to Beach		Claire		
Application forms		Claire		
Arrange for judges to attend	Usually Dee Holdsworth and Mary Froom. Set up one table per judging group	Claire		
Admin docs for recording entrants / winners	Only one doc to cover entrants and winners	Claire		
Tables for group judging		Claire		
Promote		Dee / all		
Royal Party				
Gazebo		Lyn / Jenny		
Opening ceremony		Lyn / Jenny		
Lunch		Lyn / Jenny		
Float for Teignmouth Carnival		Lyn / Jenny		

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Boat for Water Parade		Lyn / Jenny		
Clean and decorate boat		Lyn / Jenny		
The Green				
Netting on flower beds				
Stage / Scaffolding	Book early in the year			
Committee rota				
Band	Book early in the year			
Post event				
Thank you letters – prize donations, volunteers, fundraisers, event support, event venues, judges, sales, marshalls, charity donations...				