

Wales in Bloom Award Ceremony

Checklist

- Location. Is there sufficient space? A limit on numbers? Fire certificate?
- Car parking 35-40 cars
- Is there a stage or platform? Access? Backdrop?
- Lectern and P.A. required.
- Screen, lap top, and projector for PowerPoint presentation?
- Seating – tables of 8/10. Two tables reserved for VIPs.
- Invitations are sent out by **the host**. E mail plus attachments?
- Charge of **£15** per head towards the cost of the refreshments on arrival / lunch. The host collects and retains the money to fund catering costs.
- Souvenir programme. Has been produced by the host – ceremony programme; logos of the host and sponsors on cover; word of welcome from Chairman of Town Council? Or Chairman of the County Council? Depending on who is hosting. Pecking order? Open to discussion.
- Three tables 1800mm x 600mm for winners' plaques / certificates. Table cloths.
- Wales in Bloom to provide the winners' plaques and I will liaise with the potter and collect and bring up to the event.
- Certificates. Wales in Bloom to provide.
- Refreshments on arrival. Normally tea, coffee, orange juice, biscuits, Welsh cakes. Are there any local companies who could sponsor in part or whole?
- Entertainment on arrival. Local bands; or schoolchildren. We've had a number that were local to the ceremony over the years. Open to discussion.
- Table decorations / floral displays. They have been provided sometimes by local floristry clubs. Garden centre? No need for extravagance.
- Activities on the morning before the ceremony for 90 minutes or so? Local attractions? Transport if required? Booking slips and details in with the invites. Again open to discussion. A walking tour of the town would be acceptable.
- Who will be presenting the awards? Local pecking order. Need to agree with Chairman of Wales in Bloom what he will be presenting himself. Requires discussion.
- Photography – an opportunity for a local professional photographer?
- We can allocate the remainder nearer the day when it's known who is coming and where they are in the pecking order...
- Stand space for Amberol and/or any other companies willing to sponsor / support the event. 3m x 1m each.
- Goody bags? An opportunity to market the host venue...
- Details of accommodation in the area. To be sent with the invites. We will need to take your advice on this one too...