

## Queniborough Parish Council

Agenda for Coronation Planning Sub-Committee, Member's Club, 7.30pm, Tuesday 25<sup>th</sup> April 2023

1. Apologies
2. Minutes of the meeting held on the 6<sup>th</sup> April 2023
3. Matters arising not covered elsewhere on the agenda.
4. Licences and paperwork for the event including Health and Safety.
5. Pre-event publicity
6. Printed Programme
7. Arrangements for setting up; on the day; taking down
  - Before the day?
  - Stalls and food stalls on the day
  - Laying out the field on the day
  - Arrangements for bringing in resources, setting up and taking down
  - Arrangement for stage and entertainers
  - Parking vehicle access etc.
  - Role of dignitaries on the day
  - Dog show arrangements
  - Security
  - Anything else
8. Date of next meeting