

	WHEN TO DO?	WHO USUALLY DOES THIS TASK?	DO THEY NEED HELP?	WHO CAN COMMIT TO DOING THE TASK THIS YEAR?	I CAN OFFER HELP! THIS YEAR I WILL SHADOW YOU	I CAN OFFER HELP! THIS YEAR I AM KEEN TO TAKE ON TASK ENTIRELY	DO I REQUIRE EXPENSES?	MY CONTACT DETAILS
Prepare and submit Arts Council and Awards for All (application form, proposal, constitution and budget)	By end March	Fiona & Liz	Can do	Fiona & Liz				
Laise with Fox to plan Carnival Week	By end April	Fiona & Liz	DONE!					
Book guest speakers for Carnival Week	By end April	Liz	Need help	Liz +?				
Liaise with Wacom re. sponsorship Liaise with Umbrella Company re. same	By end March	Fiona	DONE!					
Start publicising Carnival theme in school	By end April	Fiona	Need help	Fiona +?				
Apply for, prepare and submit RBK&C application for grant	By end April	Fiona & Liz	Can do	Fiona & Liz +?				
Prepare PR info to send to sponsors	By end April	Fiona	Need help	Fiona +?				
Contact current sponsors and send PR pack	By end April	Fiona	Need help	Fiona +?				
Fundraising – seek new sponsors, send pack and follow up	From Feb onwards	Fiona	Need your help	?				
Source and purchase materials	March onwards	Fiona & Liz	Need help	Fiona +?				
Registration forms and order forms for T-shirts	May	Fiona & Liz	Need help					
Order T-shirts if required for Summer Fair	March	Fiona	Can do	Fiona				
Organise and run stall at Fox Summer Fair for promotion and selling of t-shirts	June	Fiona	Need help	?				
Risk Assessment Carnival and Thames Festival	June	Liz	Need help	?				
Contact Luckings and book truck	June	Liz	Need help	?				
Confirm all deliveries just before carnival	August	Liz	Need help	?				
Contact ALT (Alex) and book sound system	June	Liz	Need help	Colin				
Contact Charles Wilson and book generator and loo	June	Liz	Need help	?				
Contact Rupert Allison for payment of above on his account	June	Liz	Need help	Colin				

Make arrangements for access to school during holidays for workshops	June	Liz	Need help	Fiona				
Ensure access to school available Carnival Sunday AND Saturday	June	Fiona	Need help	Fiona +?				
Recruit volunteers	June/July	Fiona	Need help	Fiona +?				
Organise and attend holiday workshops	June/July	Fiona & Liz	Need help	Fiona +?				
Attend essential Notting Hill Carnival Ltd (NHCL) training session	August	Liz & Colin	Need help	Colin + ?				
Liaise with Police	August	Liz	Need help	?				
Chase up T-shirts	August	Fiona	Can do	Fiona				
Purchase refreshments and organise volunteers for preparation/ cooking	August	Fiona & Charlotte	Need help	?				
Cook food for Carnival Sunday	August	Bernie & Minda	Need help	?				
Order and collect fire extinguisher	August	Liz	Need help	?				
Check generator and loo delivered to Luckings	August	Liz	Need help	?				
Purchase refreshments for Thames Festival and V&A	September	Fiona & Charlotte	Need help	Charlotte +?				
Organise catering for Carnival Sunday (including breakfast) Purchase food/refreshments and organise preparation and serving	August	Charlotte	Need help	Charlotte +?				
Produce final reports/budgets for ACE and RBKC and other funders	September	Liz	Need help	Liz +?				
Book sound bike for Thames Festival	July	Fiona	Can do	Fiona				
Attend Notting Hill Mas Band Assoc (NHMBA) meetings (monthly)	Year round	Colin & Liz	Need help	Colin + ?				
Thames Festival meetings (approx quarterly, three in summer months)	Year round	Fiona & Liz	Need help	Fiona +?				
Other Carnival related meetings/seminars (GLA, LDA, etc.- 2 or 3))	Year round	Liz & Colin	Need help	Colin + ?				
Monitor spending/budget	Year round	Liz	Need help	?				
Update database of contacts and participants	Year round	Fiona	Need help	Fiona				
Ongoing PR	Year round	Fiona	Need help	Fiona + ?				
Send out invoices to sponsors. Collate invoices for purchases	Year round	Liz	Need help	?				

Respond to all Carnival related emails & correspondence with Fox carnivalists	Year round	Fiona +Liz	Need help	Fiona +?				
Organise refreshments for workshops at Fox	June/July	Liz	Need help	?				

CREATIVE TASKS	WHEN TO DO?	WHO USUALLY DOES THIS TASK?	DO THEY NEED HELP?	WHO CAN COMMIT TO DOING THE TASK THIS YEAR?	FOUN OFFER HELP! THIS YEAR I WILL SHADOW FIONA/LIZ	FOUN OFFER HELP! THIS YEAR I AM KEEN TO TAKE ON TASK ENTIRELY	REQUIRE PAYMENT OR EXPENSES?	CONTACT DETAILS
Plan ideas for this years theme	By end Feb	Fiona & Liz	Can do	Fiona +?				
Feasibility study on theme	By end Feb	Fiona & Liz	Need help	Fiona +?				
Source materials	By end March	Liz	Need help	Fiona +?				
Estimate of materials and costs	By end March	Fiona	Need help	Fiona +?				
prepare and submit blurb/pics for RBK&C application for grant	By end March	Liz	Can do	Fiona				
Make a prototype small structure and test	By end April	Fiona	Need your help	Fiona +?				
Prepare all photos and illustrations for PR pack	By end April	Fiona	Need help	Fiona +?				
Prepare workshops lesson plans for children to create 300 pieces of artwork based on prototype, liaising with Fox staff	From Feb onwards	Fiona	Need your help	Fiona +?				
Gather materials for workshops and store in carnival room at school ready for lessons	March onwards	Fiona and Liz	Need your help	Fiona +?				
Lead workshops with Fox Staff to make 300 pieces of artwork	May	Fiona	Need your help	Fiona +?				
Send press information to magazines etc	May	Fiona	Need your help	?				
Work on t-shirt design - make camera ready colour separated final design and t-shirt back	May	Fiona	Can do	Fiona				
Prepare and conduct lesson on t-shirt design for year 6	March	Fiona	Can do	Fiona				
Liaise with Mahogany Carnival Club to design large structure(s) and create prototype structure. Plan for children input in creating 'top-layer' or more stages if possible * (* = new task)	May/June	New task	Need help	?				
Organise and carry out workshops to facilitate children helping make large structures *	May/June	New task						
Organise storage of any large structures *	June	New task	Need help	?				

