

Rotary Bonfire Project Plan 2019	Jan	Feb	Mar	April	May	June	July
Completion Park							
Booking for Park	Book						
Complete event form CEBC	Book						
Meet with Julie Byrne and Andrew Latham							
Pay deposit of £500 to CEBC in Sept							
Meet Star Fireworks - site plan	Book						
Arena Construction							
Barrier construction (John Lilley, Ken Williams)							
Gate cover (Lions, New Life Church, Ex Dane Rotary, Friends of Park)							
to discuss event form & risk assessment							
Organise electrics - John Lilley							
Arrange Stalls (Lorraine Stone)							
Confectionary (Reg Nield)							
Bonfire							
Build bonfire							
Star Fireworks - site layout, safety zones, plan		Book		Pay deposit			
Coordinate procession - , ATC, Scouts							
Bowsers/tractors							
Order fire extinguishers							
Advertising							
Advertising campaign							
Advertising Boards (Jo Money)	Book			Pay deposit			
Print posters - Jaf Graphics				Arrange new signs			
Print wristbands/tickets - Performance Ticket Printers						Arrange printing	
Write to Sponsors (invited by Press, David Worth)							
TIC liaison for ticket sales							
Advertise in Chronicle/Beartown FM/Bear Necessities							
Catering							
Rushey Farm		Book				Confirm	
Entertainment							
Fireworks and Procession torches				Book			
Procession Air Cadets						Book	
Book DJ and Music				Book			Check
Fairground Rides					Book	Confirm	
Guy Competition						Confirm arrangements	
Bonfire Stalls						Confirm arrangements	
Bonfire Traders						Confirm arrangements	
Organise Band??				Not needed			
Buy in Glow Light products							
Risk							
Complete Risk Assessment				Prepare		Pass to CEBC	
Organise insurance				Book			
St John's Ambulance cover				Form & quote			
Cheshire Marshalls (Jo Money)						Book, agree number	
Scouts for procession						Book, agree number	
ATC (assist on night)						Book, agree number	
Inform Police and fire brigade about event							
James Gordon Fire Protection need 10 (Ian Robinson)						Book extinguishers	Check
Stewards 6+ Rotary							
Roldane Gate - Lions							
St Stephens - Rotary							
Eaton Bank Gate - Ex Dane Rotary.							
Pavilion Bridge - Friends of Park							
Safety Barriers and fencing, elctrics							
Other							
Street collection permit						Apply for permit	
Check stall holders liability insurance							
Invite VIP's						Send out invitations	
Inclosure Trust Grant						Apply for £400	
Finance (Phil Dillo)							
Instructions to Gate Keepers							
Order change from Bank							
Deliver and collect money from Gates							
Organise money counters							
Friday before Bonfire							
Discuss arrangements with John Lilley							
Check arrangements for clear up							
Bonfire Night							
Check all arrangements are in place							
Speak to traders and stall holders check everyone is ok							
Check on medical standby team							
Check stall holders/traders public liability insurance							
All should be complete by 1600							
Bonfire brief at bandstand 1630							
1700 gates open, ensure radios and high viz jackets are distributed							
Bonfire breakfast							
Clearing up							
Bill and Ben Skip Hire							
Clear up - Rotary							
Remove ash, level ground, seeding							
Completed							
In progress							
Yet to be actioned							