Dear All

Firstly, thank you for agreeing to help the organisation of the event; without this it would be impossible to make everything run smoothly for all those coming to enjoy the day.

**We have drawn up specific roles for each of you to do. We will be providing briefing and help on the day, where necessary – a schedule of the roles is set out below.** [Steve Crawford will brief on Café Registration and Food Orders; Tony Brook will brief on Banners/Posters etc. and Maps and Menus in All Bar One].

Could you please ensure that you arrive at All Bar One **no later than 9.10am** at which stage you will need to complete the initial and Café registration processes BEFORE starting to carry out your designated role for the day.

**You have already been pre-allocated to a specific Café for lunch, but need to collect your "N/S or E/W card" from Margaret Brook when you first arrive; please then see Steve Crawford in the "Café Registration" area, BEFORE you take up your role; he will provide you with your "Movement Cards" – (x2) and a menu for your lunch Café.**

Those of you who have agreed to score on your phones will be asked at both these registration processes to confirm that you (or your partner) do have your mobile phone pre-loaded with the BriAn app.

***Don’t forget: You will then also need to order your lunch choices as part of the registration process, but this will need to be done after you have completed your role in the registration processes of the day – details are included in “Final Instructions” which you will have received separately.***

 INITIAL REGISTRATION Margaret Brook

 CAFÉ REGISTRATION & FOOD ORDERS Steve Crawford

 Steve Crawford will supervise both Café Registration and Food Ordering

 CAFÉ REGISTRATION Ann Marie Campbell

 (Ann Marie and Jean will each handle Jean McKee

 2 Cafés, Julia and David 1 Café each) Julia Furlonger

 David Tillcock

 FOOD ORDERING - (2 Cafés each) Dot Crawford

 Pauline Tillcock

 Gill Lindley

 BANNERS / POSTERS / DIRECTIONAL ARROWS Steve Fordham

 Paul Morris

 Paul Wicks

 Dan Zimsek

 MAPS & MENUS (in All Bar One) Toni Smith

 RAFFLE SALES Tony Brook

 RAFFLE PRIZE TABLE SET UP Dot Crawford