

**TOWN CLERK**  
Miss Sarah Richards

**DISS TOWN COUNCIL**  
11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
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Please ask for: Sarah Richards  
Our ref: CA 04.10.21  
Date: 28.09.21

## NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Carnival Sub-Committee** to be held at **The Greyhound** on **Monday 4<sup>th</sup> October 2021** at **7.00pm** to consider the business detailed below.



Town Clerk

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## AGENDA

1. **Election of Chairman**  
To elect a Chairman for Carnival sub-committee 2022.
2. **Apologies**  
To consider apologies for absence.
3. **Election of Vice-Chairman**  
To elect a Vice-Chairman for Carnival sub-committee 2022.
4. **Minutes**  
To approve the minutes from the last meeting held on 2<sup>nd</sup> March 2020. (copy herewith)
5. **Declarations of Interest<sup>1</sup>**  
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
6. **Public Participation**  
To consider a resolution under Standing Orders 3 d., e., f., g., & h. to suspend the meeting and receive comments from members of the public on items to be discussed on the agenda. (*Members of the public are entitled to speak for a maximum of three minutes*).
7. **Items of URGENT Business**  
To discuss any item(s) of business which the Chairman has previously been informed of at least 24 hours before the meeting and decides should be considered as a matter of urgency (councillors are reminded that no resolutions can be made under this agenda item).
8. **Committee Membership**  
To approve the committee membership for Carnival 2022.
9. **Date for Carnival 2022**  
To decide a new date for Carnival 2022 due to the Queen's jubilee.
10. **Finance**  
To receive a final summary of Carnival income & expenditure for 2019. (copy herewith)
11. **Committee Structure & Responsibilities**  
To consider a proposed committee and sub-group structure and allocate responsibilities. (copy herewith)
12. **Theme**  
To consider a theme for Carnival 2022.

**13. Member Updates**

To receive updates from committee members not reported elsewhere on this agenda.

**14. Date of Future Meeting**

To note that the next meeting of the Carnival Committee will take place on #####

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<b><u>MEMBERS</u></b>	<b><u>For information: Councillors</u></b>
<u>Cllr. S. Browne</u>	<u>J. Robertson</u>
<u>S. French</u>	<u>J. Wooddissee</u>
<u>C. Keen</u>	<u>D. Collins</u>
<u>S. Kiddie</u>	<u>A. Kitchen</u>
<u>I.Seymour Blackburn</u>	<u>E. Taylor</u>
<u>S. Richards</u>	<u>J. Welch</u>
<u>K. Jaynes</u>	<u>S. Olander</u>
<u>A.Rackham</u>	<u>M. Gingell</u>
<u>T.Howard</u>	<u>D. Poulter</u>
<u>R. Ward</u>	<u>K. Murphy</u>
	<u>C. Valori</u>

**NOTES**

*1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the councils website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.*

*The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours.*

## MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at the Town Council Offices on Monday 2<sup>nd</sup> March 2020 at 7pm.

In attendance: N. Thornton-Jones (N T-J) – Chair  
C. Keen (CK) -Vice Chair  
Cllr S. Browne (SB)  
S. French (Deputy Town Clerk)  
I. Seymour-Blackburn (I S-B)  
T. Howard (TH)

**CA0320/1**

### **Apologies**

Apologies received from Cllr S. Kiddie.

**CA0320/2**

### **Minutes**

It was

RESOLVED: that the minutes of the meeting on 3<sup>rd</sup> February 2020 were a true record and duly signed by the Chairman.

**CA0320/3**

### **Declarations of Interest**

There were none.

**CA0320/4**

### **Public Participation**

There were no members of the public present.

**CA0320/5**

### **Items of URGENT business**

There were none.

**CA0320/6**

### **Stalls**

Members received an update on stallholders for Carnival 2020. There was a discussion around a further food stall due to queues for food at Carnival 2019. It was agreed to locate a further food stall.

**(Action: CK to locate a pizza stall for Carnival by 06.04.20)**

**CA0320/7**

### **Procession**

Members received an update on procession entrants for Carnival 2020. There are only two confirmed entrants, committee believed that more publicity is required to highlight the procession to groups around Diss.

**(Action: KJ to produce poster by 06.03.20)**

**(Action: SB to contact NORCON by 06.04.20)**

**CA0320/8**

### **Grants**

Members received an update on grant applications for Carnival 2020. N-TJ has applied to East of England Co-Op for a community grant, awaiting to hear whether the application has been successful.

**CA0320/9**

### **Finance**

Members received an update on Carnival income and expenditure for 2020.

**CA0320/10**

### **Entertainment**

Members received an update on entertainment for Carnival 2020. Committee discussed the entertainment for the event. There was an agreement that further animals would be a great addition to the Carnival.

Security was discussed by the committee, it was agreed that due to the football screen at the event a further 2 members of security would be required for the day, totaling 8 security guards for the day.

It was

RESOLVED: (a) To invite Melsop Farm Park to attend Carnival.  
(b) To contract Titans security for the event.

(Action: SB to contact Melsop Farm Park to check availability by 04.04.20)  
(Action: NT-J to contact Titans Security by 04.04.20)

- CA0320/11 Sponsorship**  
Members received an update on sponsorship for Carnival 2020.
- CA0320/12 Window Dressing Competition**  
Members discussed dates and prizes for the Window Dressing Competition.  
It was
- RESOLVED (a) The dates for the window dressing competition are Monday 25<sup>th</sup> May to Monday 15<sup>th</sup> June 2020.  
(b) The judging of the window dressing competition would be the 6/7<sup>th</sup> June 2020.  
(c) A New Cup would be presented to the winner of the window dressing competition.
- (Action: CK to get a cup for the window dressing competition by 06.04.20)  
(Action: KJ to print off 60 window dressing entrance forms by 06.03.20 for Tammy to collect)  
(Action: Tammy to send/deliver out forms and visit prospective entrants by 06.04.20)
- CA0320/13 Volunteers**  
Members received an update on volunteers for Carnival 2020. Diss & District rotary have agreed to volunteer at the feather factory. Volunteers are still required for the day and it was agreed that there needed to be further advertisements on social media.
- CA0320/14 Progress Report**  
Members noted progress on decisions made at the last meeting of the Carnival Committee.
- CA0320/15 Member Updates**  
There were no further updates.
- CA0320/16 Date of Future Meetings**  
Members noted that the next meeting of this committee is scheduled for:  
Monday 6<sup>th</sup> April 2020,  
Monday 20<sup>th</sup> April 2020,  
Monday 4<sup>th</sup> May 2020,  
Monday 18<sup>th</sup> May 2020,  
Monday 1<sup>st</sup> June 2020,  
Monday 8<sup>th</sup> June 2020.

Meeting closed at: 20.48 hours.

SUB-COMMITTEE CHAIRMAN  
N-Thornton-Jones

**CARNIVAL INCOME & EXPENDITURE 2019**  
**INCOME**

Enter Actuals in Column C

Date Paid

	ESTIMATED INCOME		GROSS		NET		VAT		TOTAL NET INCOME	
	£		£		£		£		£	
<b>Brought Forward from 2018</b>	£	3,671.82	£	<b>3,671.82</b>	£	3,671.82	£	-	£	<b>3,671.82</b>
<b>DTC budget allocation 19/20</b>	£	1,250.00	£	1,250.00	£	1,250.00	£	-		
<b>GRANTS &amp; DONATIONS (no VAT)</b>										
										31.05.19
										03.06.19
Wheelbarrow fundraiser	£	259.00	£	1,337.53	£	1,337.53	£	-		10.06.19
Bucket Collection on Parade	£	207.85	£	207.85	£	207.85	£	-		10.06.19
Tombola	£	245.00	£	245.00	£	245.00	£	-		10.06.19
Park Radio Donation	£	250.00	£	250.00	£	250.00	£	-		2018/19
Persimmon Homes Grant	£	1,000.00	£	1,000.00	£	1,000.00	£	-		23.05.19
Tesco Bags of Help Scheme (Groundwork)	£	2,000.00	£	2,000.00	£	2,000.00	£	-		01.05.19
Pole Joust & Rodeo Bull	£	355.05	£	355.05	£	355.05	£	-		10.06.19
Saluti Events	£	756.50	£	756.50	£	756.50	£	-		29.07.19
<b>With VAT</b>										
Diss Carnival Car Boot Sale	£	200.00	£	270.00	£	225.00	£	45.00		03.06.19
	£	6,523.40	£	7,671.93	£	7,626.93	£	45.00	£	7,626.93
<b>SPONSORSHIP</b>										
Diss Cyclathon (donation but expecting pitch and feature in return)	£	500.00	£	500.00	£	416.67	£	83.33		10.06.19
The Greyhound, Diss (SILVER) - paid bacs 24.1.19 12665	£	250.00	£	250.00	£	208.33	£	41.67		2018/19
Dipple & Conway (PLATINUM) paid bacs 4.3.19 12962	£	1,000.00	£	1,000.00	£	833.33	£	166.67		2018/19
Durrants (SILVER)	£	250.00	£	250.00	£	208.33	£	41.67		2018/19
Bressingham Beauty Salon (BRONZE) paid bacs 11/2/19 12684	£	100.00	£	100.00	£	83.33	£	16.67		2018/19
Scrutton Bland (BRONZE) 18.2.19 12691	£	100.00	£	100.00	£	83.33	£	16.67		2018/19
Keith Kiddie/ Tatters (BRONZE) 22.3.19 12968	£	100.00	£	100.00	£	83.33	£	16.67		2018/19
Phoenix Events East (Security) (SILVER)	£	250.00	£	250.00	£	208.33	£	41.67		26.06.19
Morgan Price Insurance (SILVER) paid bacs 28.2.19 12955	£	250.00	£	250.00	£	208.33	£	41.67		2018/19
N S Hughes (SILVER) 12910 5.6.19	£	250.00	£	250.00	£	208.33	£	41.67		23.05.19
Contract Personnel (GOLD) 12.4.19 12817	£	500.00	£	500.00	£	416.67	£	83.33		12.04.19
Steeles Law (BRONZE) 26.4.19 12835	£	100.00	£	100.00	£	83.33	£	16.67		26.04.19
John Doe (SILVER) 17.4.19 12821	£	250.00	£	250.00	£	208.33	£	41.67		17.04.19
Frames & Conservatories Direct (GOLD) 5.4.19 12801	£	500.00	£	500.00	£	416.67	£	83.33		05.04.19
Beckford Lewis (BRONZE) 12721 24.6.19	£	100.00	£	100.00	£	83.33	£	16.67		04.07.19
Spire Solicitors (BRONZE) 13.3.19 12975	£	100.00	£	100.00	£	83.33	£	16.67		2018/19
	£	4,600.00	£	4,600.00	£	3,833.33	£	766.67	£	3,833.33
<b>STALLAGE</b>										
Fun Fair donation Larry Gray for stallage	£	500.00	£	500.00	£	416.67	£	83.33		05.04.19
Bar (exclusivity) £250 min pitch fee + 25% to be negotiated	£	250.00	£	250.00	£	208.33	£	41.67		2018/19
Harris Hog Roast 12483 29.10.18	£	130.00	£	130.00	£	108.33	£	21.67		2018/19
Simon Risi- Risi Bici Barista Coffee 12485 31.10.18	£	220.00	£	220.00	£	183.33	£	36.67		2018/19
Grannys Little Charms 12557 12.11.18	£	50.00	£	50.00	£	41.67	£	8.33		2018/19
The Food Dude 12565 9.11.18	£	130.00	£	130.00	£	108.33	£	21.67		2018/19
Andy Garrard- Hotdog 23.11.18 12577	£	130.00	£	130.00	£	108.33	£	21.67		2018/19
Party In A Box- Melanie Walker- paid by BACS 6.12.18 12608	£	80.00	£	80.00	£	66.67	£	13.33		2018/19
Katherine's Kitchen 12763 4.1.19	£	80.00	£	80.00	£	66.67	£	13.33		2018/19
Gourmet Grub 12922 28.5.19	£	130.00	£	130.00	£	108.33	£	21.67		28.05.19
Priory Healthcare 12921 24.5.19	£	80.00	£	80.00	£	66.67	£	13.33		24.05.19
All Fudged Up -paying by BACS 11/2 12673	£	50.00	£	50.00	£	41.67	£	8.33		2018/19
Durrants 12672	£	80.00	£	80.00	£	66.67	£	13.33		2018/19
Aya Cuisine- Tracy Terry & S.Karim 12960	£	130.00	£	130.00	£	108.33	£	21.67		2018/19
Bala Chang 12941 4.6.19	£	130.00	£	130.00	£	108.33	£	21.67		04.06.19
Co-op Funeralcare 12696	£	80.00	£	80.00	£	66.67	£	13.33		2018/19
Spires Solicitors 12820	£	80.00	£	80.00	£	66.67	£	13.33		15.04.19
Sunshine Artists 12966	£	80.00	£	80.00	£	66.67	£	13.33		2018/19
Just Add Kids 12993	£	50.00	£	50.00	£	41.67	£	8.33		2018/19
Brome Grange Cameron Ventures 26.4.19 12834	£	80.00	£	80.00	£	66.67	£	13.33		26.04.19
Royal British Legion 12805	£	30.00	£	30.00	£	25.00	£	5.00		23.04.19
Montgomerie Lodge 12804	£	50.00	£	50.00	£	41.67	£	8.33		23.04.19
Handmade Doughnuts 12923 30.5.19	£	130.00	£	130.00	£	108.33	£	21.67		30.05.19
Adult Education 12706 12.6.19	£	50.00	£	49.99	£	41.66	£	8.33		12.06.19
The Bucket List 129436.6.19	£	130.00	£	130.00	£	108.33	£	21.67		06.06.19
<b>CARNIVAL GAMES ENTRIES (no VAT)</b>										
Spires Solicitors 12820	£	50.00	£	50.00	£	50.00	£	-		15.04.19
Lexham Insurance 12902	£	50.00	£	50.00	£	50.00	£	-		20.05.19
The Heywood 12939	£	50.00	£	50.00	£	50.00	£	-		19.06.19
Jungle Body Tribe 12940	£	50.00	£	50.00	£	50.00	£	-		19.06.19
	£	3,130.00	£	3,129.99	£	2,641.66	£	488.33	£	2,641.66
<b>TOTAL INCOME</b>	£	<b>17,925.22</b>	£	<b>19,073.74</b>	£	<b>17,773.74</b>	£	<b>4,971.82</b>	£	<b>17,773.74</b>

**EXPENDITURE**

	ESTIMATED Expense	GROSS	NET	VAT	TOTAL NET EXPENDITURE	
<b>ADMIN (PUBLICITY ETC)</b>						
Leaflet print	£ 387.00	£ 387.00	£ 387.00	£ -		
Banner Print	£ 337.91	£ 377.89	£ 314.91	£ 62.98		
Leaflet Distribution Dayburst (19/5057)	£ 150.00	£ 150.00	£ 150.00	£ -		
Raffle tickets for Booze Barrow Raffle (Full price TBC) P/O 18/5018	£ 25.00	£ 50.95	£ 50.95	£ -		
	£ 899.91	£ 965.84	£ 902.86	£ 62.98	£	902.86
<b>PROCESSION</b>						
Road Closure	£ 36.00	£ 36.97	£ 36.97	£ -		
Traffic Management 19/5072 ML	£ 823.68	£ 823.68	£ 686.40	£ 137.28		
Bunting	£ -	£ -	£ -	£ -		
Radios (Norse Security- 25 radios) 18/5005	£ 162.00	£ 162.00	£ 135.00	£ 27.00		
SNC BINS x4		£ 170.10	£ 170.10	£ -		
	£ 1,021.68	£ 1,192.75	£ 1,028.47	£ 164.28	£	1,028.47
<b>FUN DAY with VAT</b>						
Roy Allen Engineering Ltd	£ 140.00	£ 168.00	£ 140.00	£ 28.00		
Portaloos	Incl with T/M	£ -	£ -	£ -		
Contract Personnel (Michael Bloom) - Cleaner	£ 48.90	£ 84.80	£ 70.67	£ 14.13		
Park Radio (incl sound) 19/5065	£ 300.00	£ 300.00	£ 250.00	£ 50.00		
Simply Sound plus VAT 19/5092	£ 300.00	£ 360.00	£ 300.00	£ 60.00		
Air Techs Infaltables - Fred Flintstone Giant	£ 540.00	£ 540.00	£ 450.00	£ 90.00		
Barry Dye	£ 569.00	£ 700.80	£ 584.00	£ 116.80		
Carnival Sashes	£ 33.59	£ 34.40	£ 28.67	£ 5.73		
		£ -				
<b>FUN DAY no VAT</b>						
Security personnel (Phoenix Events East)	£ 650.00	£ 650.00	£ 650.00			
Carnival Games	£ 106.17	£ 106.17	£ 106.17			
Thetford First Aid	£ 150.00	£ 150.00	£ 150.00			
Vibe City Street Brass band No VAT 19/5046	£ 450.00	£ 450.00	£ 450.00			
Dino Hire No VAT Also known as hero hire	£ 760.00	£ 760.00	£ 760.00			
Will Lord- Prehistoric Experiences No VAT	£ 850.00	£ 850.00	£ 850.00			
Travelling Natural History Museum 19/5043	£ 550.00	£ 550.00	£ 550.00			
Stilt Walkers	£ 300.00	£ 300.00	£ 300.00			
Paul Preston Mills- Compere 19/5042	£ 150.00	£ 150.00	£ 150.00			
Hay Bales- cash on the day	£ 100.00	£ 100.00	£ 100.00			
Stakes (Gillings' Yard)	£ 70.00	£ 70.00	£ 70.00			
Taiko Drummers - No VAT 19/5045	£ 200.00	£ 200.00	£ 200.00			
Natalie- Thornton Jones- Miscellaneous items 19/5079	£ 96.10	£ 96.10	£ 96.10			
Claire Keen- Trophy Pete Gillings 19/5080	£ 27.50	£ 27.50	£ 27.50			
Natalie Thornton Jones - Transfers T Shirts for Carnival Games	£ 56.25	£ 56.25	£ 56.25			
Natalie Thornton Jones - T Shirts & Inflatable Dino Suits	£ 148.57	£ 148.57	£ 148.57			
Sue Kiddie - Additional Soft Drinks for Wheelbarrow	£ 56.90	£ 56.90	£ 56.90			
Wildlife Displays - Bryan	£ 550.00	£ 550.00	£ 550.00			
Carnival King & Queen Gifts	£ 40.00	£ 40.00	£ 40.00			
Cable Ties	£ 37.08	£ 37.08	£ 37.08			
	£ 7,280.06	£ 7,536.57	£ 7,171.90	£ 364.67	£	7,171.90
<b>TOTAL EXPENDITURE</b>	<b>£ 9,201.65</b>	<b>£ 9,695.16</b>	<b>£ 9,103.23</b>	<b>£ 591.93</b>	<b>£</b>	<b>9,103.23</b>
<b>SUMMARY</b>						
<b>TOTAL INCOME</b>	£ 17,925.22	£ 19,073.74	£ 17,773.74	£ 4,971.82	£	17,773.74
<b>TOTAL EXPENDITURE</b>	£ 9,201.65	£ 9,695.16	£ 9,103.23	£ 591.93	£	9,103.23
<b>NET INCOME</b>	<b>£ 8,723.57</b>	<b>£ 9,378.58</b>	<b>£ 8,670.51</b>	<b>£ 4,379.89</b>	<b>£</b>	<b>8,670.51</b>



### Agreed Roles and Responsibilities for Carnival 2020

*Roles can be shared between members, and members of the committee can be appointed to more than one role provided that tasks are completed in good time. At least one representative for each area should provide a report to the meetings of the Sub-Committee.*

Coordinators /Names	Key Tasks
Carnival Coordinator =	<i>Suggest removing this role, in favour of the collective working arrangement. The Committee would co-ordinate the event as a team on the day, with one or two allocated members overseeing in key Event Management roles.</i>
Stewards =	<ul style="list-style-type: none"> <li>• Recruiting volunteers and stewards to help run the Carnival procession and Fun Day</li> <li>• Organising necessary training for stewards.</li> <li>• Sourcing equipment such as radios for Stewards</li> <li>• Organising stewards on Carnival day.</li> <li>• Liaising with other coordinators to ensure the health &amp; safety and enjoyment of Stewards and the public.</li> </ul>
Stalls =	<ul style="list-style-type: none"> <li>• Liaising with Promotions to advertise for stallholders.</li> <li>• Identifying and booking stalls to fill in thematic gaps.</li> <li>• Allocating spaces for fundraising stalls, and maintaining a good balance between charitable/commercial and food &amp; drink/crafts.</li> <li>• Arranging site layout with Operations/Entertainment</li> <li>• Sending out and collating stall application forms and payments to be passed to Treasurer.</li> <li>• Point of Contact (POC) for Stallholders.</li> </ul>
Procession =	<ul style="list-style-type: none"> <li>• Liaising with Operations/Stewards to ensure safe procession through town, incl. traffic management.</li> <li>• Liaising with Promotions to contact local businesses, schools, groups and societies for inclusion in Procession.</li> <li>• Carefully considering the order of the floats, considering: speed, size, noise, themes.</li> <li>• Maintaining and updating float information and contact details for procession members.</li> <li>• Liaise with Entertainment to consider inclusion of entertainments within the procession.</li> <li>• POC for those in the procession.</li> </ul>
Entertainment =	<ul style="list-style-type: none"> <li>• To liaise with the Committee to identify suitable entertainment for the Fun Day</li> <li>• Arrange provision for various age groups and audiences.</li> <li>• To organise the provision of staging, lighting and sound.</li> <li>• To timetable acts and liaise with Promotions to publicise events, ensuring a schedule is prepared before the print deadline.</li> <li>• To arrange for any required MC/Tannoy announcements of acts, VIPs and to liaise with Stewards to provide people to meet, greet and organise VIPs and acts.</li> <li>• To maintain a balance between local and hired entertainments,</li> <li>• To liaise with Sound/Lighting technician and acts on the day and oversee entertainment, ensuring all coordinators are advised of schedule alterations/issues.</li> </ul>



	<ul style="list-style-type: none"> <li>• Key POC for all entertainments and POC on Carnival day.</li> </ul>
Finance =	<ul style="list-style-type: none"> <li>• To seek out funding sources such as grants and sponsorship, liaising with committee to secure.</li> <li>• To arrange and oversee (with committee) fundraising activities preceding the Carnival.</li> <li>• To liaise with Stewards to arrange bucket collections on the day (if required) for charities/carnival funds.</li> <li>• To manage the Carnival accounts and provide statements and costings as required.</li> </ul>
Promotion =	<ul style="list-style-type: none"> <li>• To produce Carnival Programme and Website.</li> <li>• To update website and social media for Carnival.</li> <li>• Liaise with Finance to minimise costs including advertising.</li> <li>• To consider decoration of the town and other publicity materials (posters, flyers, bunting and signs.)</li> <li>• To liaise with the press, booking advertising and editorial to promote the carnival.</li> <li>• To arrange design, print and distribution of promotional materials.</li> </ul>
Operations =	<ul style="list-style-type: none"> <li>• To oversee the Carnival ensuring that all legal and health and safety guidelines are observed.</li> <li>• To liaise with coordinators to arrange logistics such as car parking, set up and get out of event.</li> <li>• To act as a POC and fact-checker to other co-ordinators to ensure that procedures are followed correctly, such as licensing and risk assessments.</li> <li>• To liaise with the Maintenance Team, Security Companies and Health and Safety groups (such as emergency services) to ensure the event is safe and enjoyable for all.</li> </ul>
Admin =	<ul style="list-style-type: none"> <li>• Check applications, required paperwork &amp; payments</li> <li>• Confirm bookings with applicants</li> <li>• Update Carnival Admin Master spreadsheet</li> <li>• Provide update to committee</li> </ul>

N.B. All decisions should be approved by committee. However, if urgent decisions are required to make progress, please discuss with the Officer/Chairman in the first instance.

### **Suggested individual roles on Carnival day ...**

Procession Coordinator -

Stewards Coordinator –

Stalls Coordinator -

Operations Manager –

## **Proposed Diss Carnival Crew / Sub-group Structure**

Each Coordinator is responsible for coordinating each of their group members &/or one member of the group must attend and report back to committee at monthly meetings.

### **Procession Coordinator –**

1. Vehicles
2. Walking Groups
3. Horace's stewards
4. Traffic Management

### **Stalls Coordinator -**

1. Food & Drink specialist
2. Crafts
3. Charity

### **Entertainment Coordinator -**

1. Static including MUGA acts
  - i) Kids Area
  - ii) Health & Wellbeing
  - iii) Animals
  - iv) Produce / Flowers
- 2) Arena
  - i) Team games
  - ii) Displays

**Promotion Coordinator** including website & social media -

**Sponsorship & Funding Coordinator** (sponsorship includes raffle prizes & free services / there are grant bodies e.g. Tesco Bags of Help that should be approached also) –

**Volunteer Coordinator-**