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| Task | Time | Notes | Completed |
| Book Venue | ASAP after agreement reached by the Committee | * Will normally need to arrange a deposit for the venue from Judy. * Need to book well in advance to secure the venue |  |
| Ensure the Meet is included on the calendar on the website. |  | Send details to website manager (currently Phil) |  |
| First Email Out to Group with details of the meet. | Depending on when the meet is – work towards emailing just after the previous meet |  |  |
| Second Email out to Group asking for numbers | 3 weeks before the date of the meet. |  |  |
| Email out to attendees with full list of who is going suggesting arrangements are made for lifts. Remind drivers to check for road disruptions on their intended route prior to setting off. | 2 weeks before the date of the meet. |  |  |
| Source and book local pub for Friday evening | 3 or 4 weeks before the date of the meet. |  |  |
| Devise menu for the weekend | At your discretion |  |  |
| Ask for volunteers for pre-cooked food  And provide cakes |  |  |  |
| Arrange delivery of food to venue – if not bringing it yourself. | Slots can be booked 3 weeks in advance. | * You will need to check that the supermarket delivers to the venue. * The timing of the delivery will need to coincide with people arriving at the venue and everyone going to the pub. |  |
| Task | Time | Notes | Completed |
| Contact pub with final numbers for dinner | 1 week before the date of the meet. |  |  |
| Send out Risk Assessment forms reminding everyone that they must complete and hand them in before the walks can start. | 1 week before the date of the meet. |  |  |
| Final email out to attendees with any final plans | 1 week before the date of the meet. |  |  |
| Prepare note of costs | In time to announce at the end of the meet how much each attendee must pay |  |  |
| Assign person to be responsible for the meet write up for website. | Anytime during the meet. |  |  |
| Organiser to do a short summary of the trip for posting on the Surrey Scout Leader Group Facebook page | As soon as is practical following trip. |  |  |