

**Preparation Work**

Time	Action	Organised by	Notes/Action	Complete/actioned
	Put up flags from White Lion to Town Hall with some down New Street if possible	Carl Meakin	Wedges are need to secure the broomsticks in the holders – SH to look for them	Yes
	Produce publicity material		Edward to ask Bev Horsley if the leaflets provided for the Diamond Jubilee could be changed for the 90 <sup>th</sup> Birthday Celebrations incorporating the two designs from Thomas Adams at no cost – ST to send designs to Edward  Flyers to state that you need to bring your own blankets, picnic rugs etc..... possibly include on the back other events in the Town	
	Shops to be asked if they would like to decorate their windows to celebrate the Queens 90 <sup>th</sup> Birthday		A flyer to be distributed to all shops - SH	Yes
	Display in Gallery Area, Town Hall From 10 <sup>th</sup> June to 18 <sup>th</sup> June.	St Peters Primary and Thomas Adams School	Both schools have been asked to produce a display - ST	

### Schedule of Events 12<sup>th</sup> June – Royal Picnic in the Park

Time	Event	Organised by	Notes/Action	Complete
8.00	Set up for the event	Sub Group: Ian Thompson Edward Towers Sue Holiday Mike Holiday + more needed	<ul style="list-style-type: none"> <li>• Check if Cadets can help – Dave H</li> <li>• Ask for volunteers from Wem Rural – CW</li> <li>• Do the WI need a marquee?</li> <li>• Trailers to be delivered Saturday afternoon – TWM</li> <li>• Marshalls required to organise stalls etc</li> <li>• Obtain price for hiring portable toilets as toilets at Tennis club are not available – SH Wem Town Council to possibly fund toilets – PO</li> <li>• Ian Cliff to be asked if he will provide generators??</li> <li>• Cadets providing first aid – TWM providing tent (if Marie contact ET they will be put in touch with the cadets as extra first aiders)</li> <li>• All stall have been asked to provide copies of insurance prior to the event.</li> <li>• 40 chairs being provided (SH has arranged)</li> <li>• Benches to be provided by ET</li> </ul> <p>Working Group to:</p> <ul style="list-style-type: none"> <li>• Erect Marque for tea's and coffees</li> <li>• Decorate Trailers with flags (SH) and decorations from Thomas Adams</li> <li>• Put flags around fence etc</li> <li>• Collect Marquee(s) from Caravan Park</li> </ul> <p><b>Confirmed stalls:</b> Fred Wright – Bouncy Castle, 3 rides Fresh Coffee stand Land train Toy stall</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

Time	Event	Organised by	Notes/Action	Complete
			Usborne books Tea and coffee Greyhound Rescue Sleepydogs Hope House Burger Van Go-carts Shropshire Wildlife Face Painting Royal British Legion Handbag and sweet stall WI refreshment stall	
10.45	Parade from Leek Street Car Park to Church Wem Town Band to lead Cadets Beavers Scouts Brownies? Royal British Legion	Ian Thompson	<ul style="list-style-type: none"> <li>• Town Band to confirm they will lead parade – PO</li> <li>• Brownies to confirm attendance – ST</li> <li>• Road Closure documents to be completed 10-14 to 11am and 12 noon to 12.30 – PO</li> <li>• All groups involved to let Ian T approx. how many will be attending</li> <li>• Ian T to co-ordinate a practice march with all involved</li> <li>• Marshalls are required for the road closure as Clive has limited capacity – Louise Green to be asked if she will co-ordinate marshals - ST</li> </ul>	Not available No response to date
11:15	Church Service	Revd Nick Heron		
12.15	Parade to Recreation Ground  On arrival at Rec the parade will salute the Mayor of Wem and Chairperson of Wem Rural PC Mayor and Chairman to officially open the event	Ian Thompson  William Farrell	<ul style="list-style-type: none"> <li>•</li> </ul>	

Time	Event	Organised by	Notes/Action	Complete
	Three cheers from cadets etc. parade dismissed			
1pm	Tim Bamford to comper the afternoon	Tim Bamford	<ul style="list-style-type: none"> <li>• A programme of entertainment to be produced ??</li> <li>• Confirm if TB is providing speakers, microphones etc -CW</li> <li>• Stage Door cannot provide any entertainment</li> <li>• Top Banana to be asked if they would be interested in attending – anyone have contact details?</li> </ul> <p><b>Entertainment</b></p> <p>Wem Town Band - Not available  Alisha Jane Dance - possible  Taiko Drummers - available  Thomas Adams School Choir - ??  Sing Out Loud - ??  Top Banana - ??</p>	
4pm	Clean up	Scouts/Cadets		