

OPEN GARDENS

Meeting February 7th 2015

AGENDA

- 1. Committee and Responsibilities**
- 2. Volunteers and Helpers**
- 3. General Framework**
 - a. Gardens to be opened and location
 - b. Events and activities – proposed venues
 - c. Car Park options
- 4. Other Items for Discussion**
 - a. Opening Times
 - b. List and Schedule of Events
 - c. Ticket Pricing (general public and village)
 - d. Logistics
- 5. Ticket Management – sale of tickets/stalls**
- 6. Reading Room Exhibition, Duck Race, & Church Decoration**
- 7. Publicity and Advertising**
 - a. Posters and distribution
 - b. Media coverage
 - c. Signs
 - d. Sponsorship
- 8. Public Liability Insurance and Risk Assessment**
- 9. Working and Planning Schedule leading up to the day**
- 10. Any other ideas and concerns**



Event Organiser

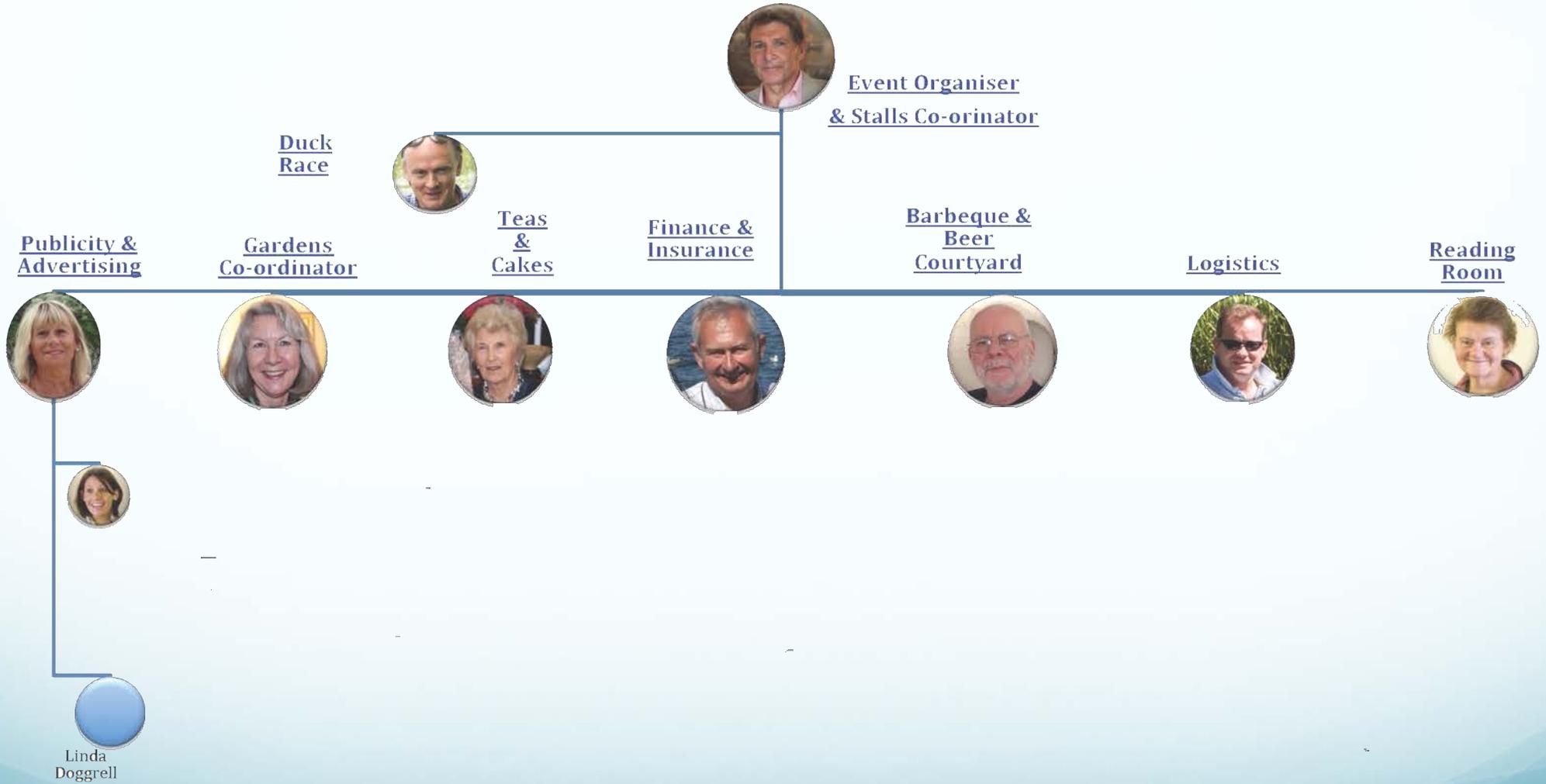
- ◆ General Co-ordination of Event
- ◆ Raffle Stall
- ◆ Bottle Stall



Publicity & Advertising

- ◆ Design & Publishing of Posters, Tickets and Road/Event Signage
- ◆ Media Coverage
- ◆ Selection of Suitable Advertising Locations
- ◆ Distribution

Open Gardens Weekend - 20/21 June 2015

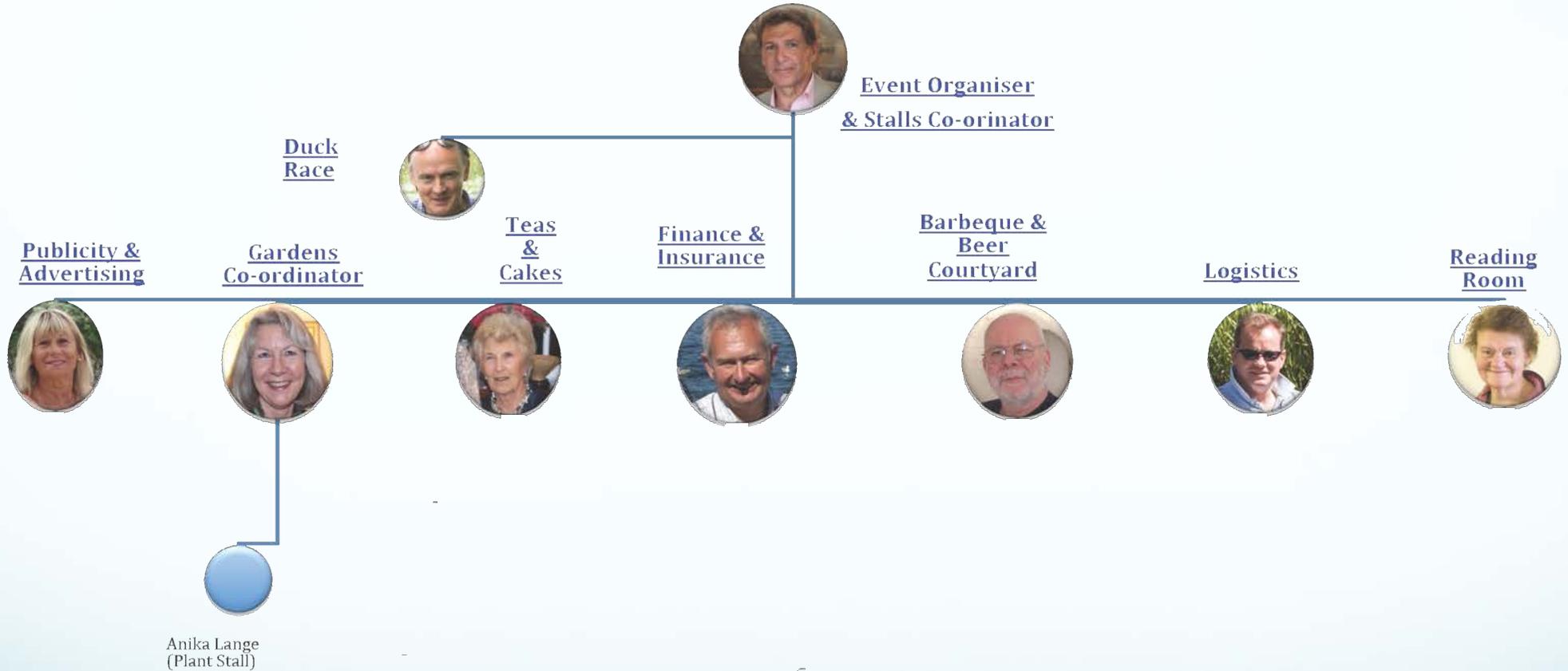




Gardens Co-ordinator

- ◆ Also Responsible for Plant Stall
- ◆ Keeping Garden Owners informed and acting as a point of contact.
- ◆ Gazebo Requirements
- ◆ Arranging Garden Entrance Manning Requirements
- ◆ Access and Safety

Open Gardens Weekend - 20/21 June 2015





Teas & Cakes

- ◆ Manning of and Catering for both the main Tea Tent and at Asserton House
- ◆ Table & Seating Requirements
- ◆ Production of Cakes to sell
- ◆ Sale of Cakes

Open Gardens Weekend - 20/21 June 2015



Event Organiser
& Stalls Co-ordinator



Duck
Race

Publicity &
Advertising

Gardens
Co-ordinator

Teas
&
Cakes

Finance &
Insurance

Barbeque &
Beer
Courtyard

Logistics

Reading
Room





Finance & Insurance

- ◆ Control of income from Ticket Sales
- ◆ Arrangement of Public Liability Insurance
- ◆ Provision of Floats
- ◆ Setting up of Ticket Stalls (Two?)
- ◆ Funding Event Costs & Expenses
- ◆ Collection & Banking of all Takings

Open Gardens Weekend - 20/21 June 2015



Event Organiser
& Stalls Co-ordinator



Duck
Race

Publicity &
Advertising

Gardens
Co-ordinator

Teas
&
Cakes

Finance &
Insurance

Barbeque &
Beer
Courtyard

Logistics

Reading
Room





Barbeque & Beer Courtyard

- ◆ Manning of Barbeques
- ◆ Liaising with Giles for setting up of Beer & Pimms Stall
- ◆ Liaising with Marilyn
- ◆ Gazebo, Table & Seating Requirements
- ◆ Purchasing of Barbeque Food
- ◆ Security of Equipment on Saturday night

Open Gardens Weekend - 20/21 June 2015



Event Organiser
& Stalls Co-ordinator



Duck
Race

Publicity &
Advertising

Gardens
Co-ordinator

Teas
&
Cakes

Finance &
Insurance

Barbeque &
Beer
Courtyard

Logistics

Reading
Room



Giles
Dickinson



Logistics

- ◆ Co-ordinating Gazebo, Chair and Table requirements
- ◆ Erecting and Dismantling Marquee & Gazebos
- ◆ Chair & Table Distribution & Collection
- ◆ Car Parking
- ◆ Two Ticket Stalls
- ◆ Positioning of Signs (Parking,(and No Parking) Teas, Loos, Etc.

Open Gardens Weekend - 20/21 June 2015



Event Organiser
& Stalls Co-ordinator



Duck
Race

Publicity &
Advertising

Gardens
Co-ordinator

Teas
&
Cakes

Finance &
Insurance

Barbeque &
Beer
Courtyard

Logistics

Reading
Room



James
Whatley



Mike
Doggrell



Reading Room Exhibition

- ◆ Organisation of Art & Photo Exhibition
- ◆ Liaising with Authors

Open Gardens Weekend - 20/21 June 2015



Event Organiser
& Stalls Co-ordinator



Duck
Race

Publicity &
Advertising

Gardens
Co-ordinator

Teas
&
Cakes

Finance &
Insurance

Barbeque &
Beer
Courtyard

Logistics

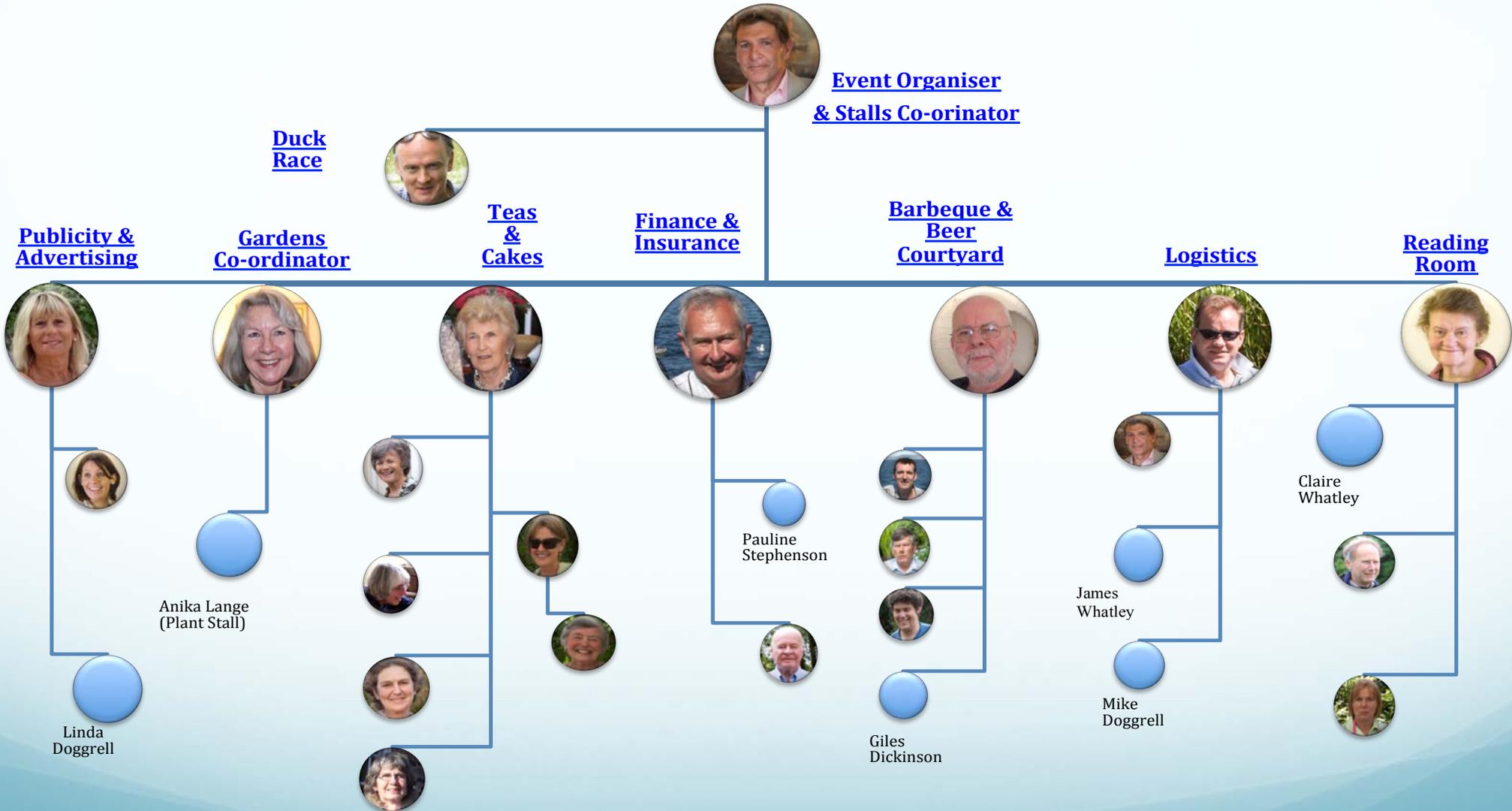
Reading
Room



Claire
Whately



Open Gardens Weekend - 20/21 June 2015



OPEN GARDENS

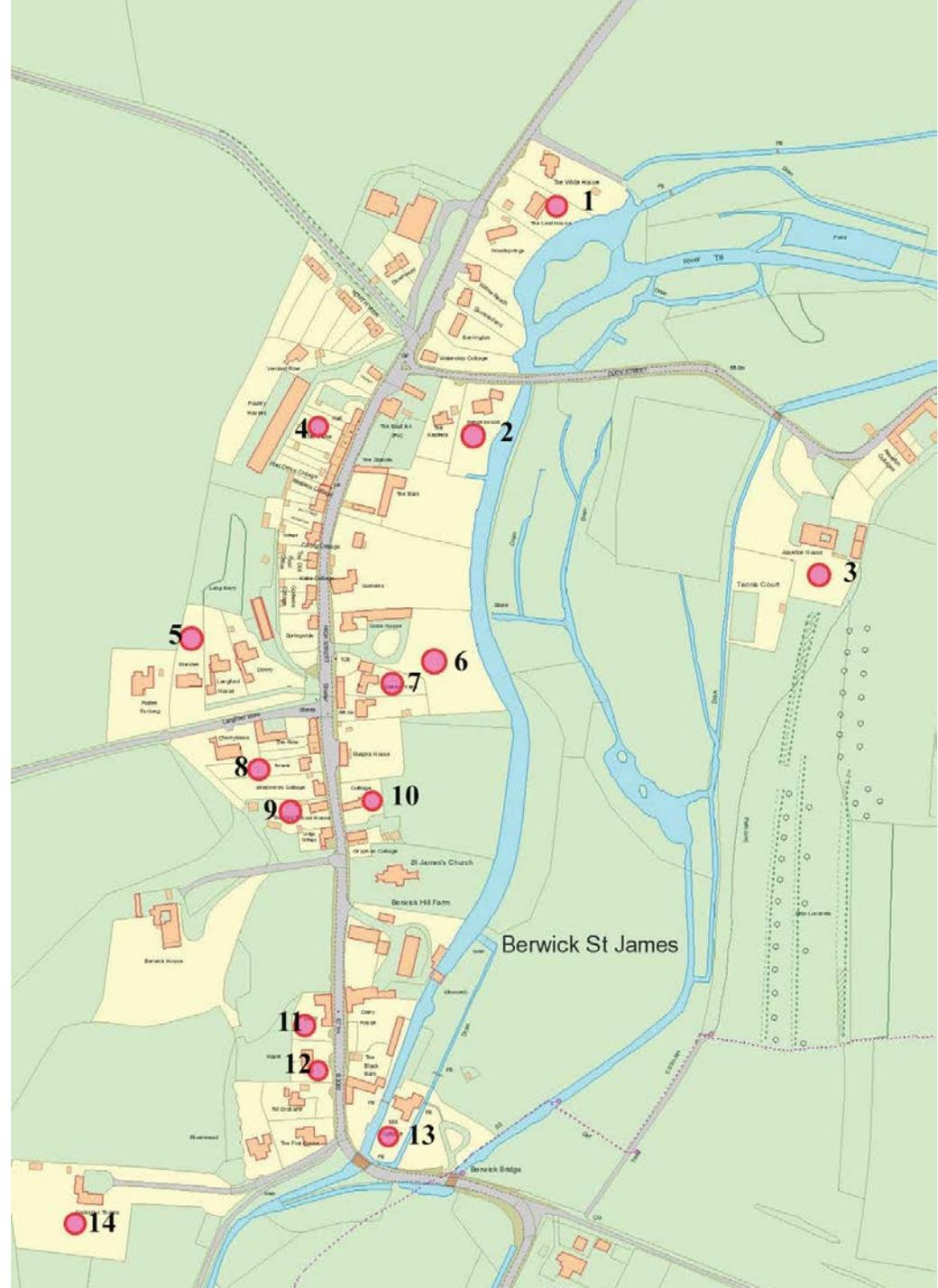
Meeting February 7th 2015

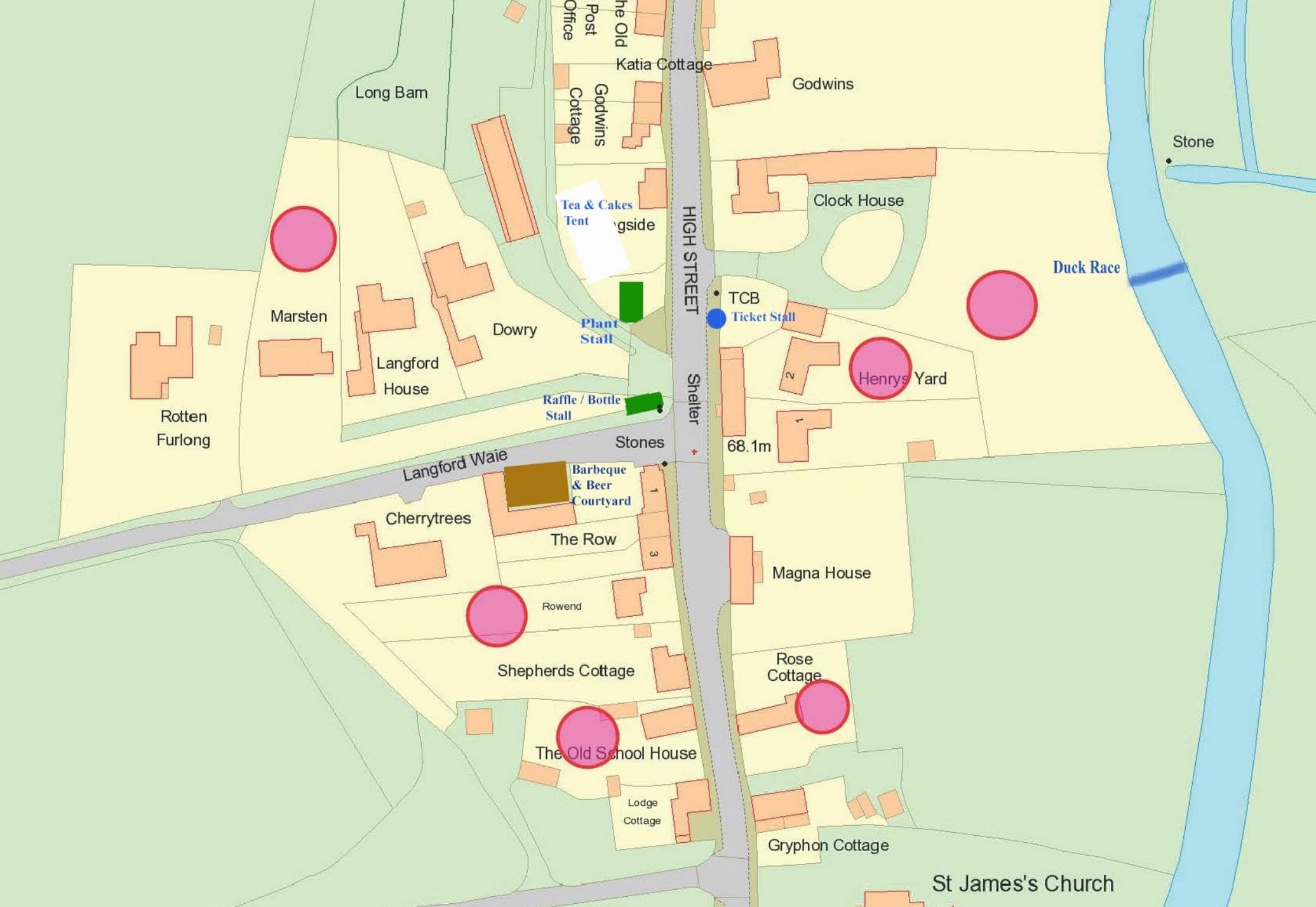
AGENDA

- 1. Committee and Responsibilities**
- 2. Volunteers and Helpers**
- 3. General Framework**
 - a. Gardens to be opened and location
 - b. Events and activities – proposed venues
 - c. Car Park options
- 4. Other Items for Discussion**
 - a. Opening Times
 - b. List and Schedule of Events
 - c. Ticket Pricing (general public and village)
 - d. Logistics
- 5. Ticket Management – sale of tickets/stalls**
- 6. Reading Room Exhibition, Duck Race, & Church Decoration**
- 7. Publicity and Advertising**
 - a. Posters and distribution
 - b. Media coverage
 - c. Signs
 - d. Sponsorship
- 8. Public Liability Insurance and Risk Assessment**
- 9. Working and Planning Schedule leading up to the day**
- 10. Any other ideas and concerns**

Berwick St James Open Gardens

1. Neil & Carolyn MacDougall
2. Janey Campbell-Johnston
3. Henry & Sophie Colthurst
4. Robert Drake
5. Jackie Webb
6. Tim & Olivia Marchant
7. Mary MacDermot
8. Jane Rowe
9. Bill Hiscocks
10. John Reid
11. Lyanne Street
12. Cyril Emm
13. Diana Gifford-Mead
14. Stephen & Ailsa Bush
15. (Toby & Sarah Humphreys)





Post Office

The Old

Katia Cottage

Godwins

Long Barn

Godwins Cottage

Stone



Tea & Cakes Tent

HIGH STREET

Clock House

Duck Race

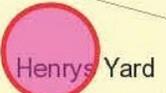
Marsten

TCB

Ticket Stall

Dowry

Plant Stall



Langford House

Raffle / Bottle Stall

Shelter

68.1m

Rotten Furlong

Langford Waie

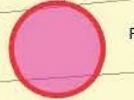
Stones

Barbeque & Beer Courtyard

Cherrytrees

The Row

Magna House



Rowend

Shepherds Cottage

Rose Cottage



The Old School House

Lodge Cottage

Gryphon Cottage

St James's Church

OPEN GARDENS

Meeting February 7th 2015

AGENDA

- 1. Committee and Responsibilities**
- 2. Volunteers and Helpers**
- 3. General Framework**
 - a. Gardens to be opened and location
 - b. Events and activities – proposed venues
 - c. Car Park options
- 4. Other Items for Discussion**
 - a. Opening Times
 - b. List and Schedule of Events
 - c. Ticket Pricing (general public and village)
 - d. Logistics
- 5. Ticket Management – sale of tickets/stalls**
- 6. Reading Room Exhibition, Duck Race, & Church Decoration**
- 7. Publicity and Advertising**
 - a. Posters and distribution
 - b. Media coverage
 - c. Signs
 - d. Sponsorship
- 8. Public Liability Insurance and Risk Assessment**
- 9. Working and Planning Schedule leading up to the day**
- 10. Any other ideas and concerns**



OPEN GARDENS

1. The Leat House
2. Heronswood
3. Asserton House
4. Drakes Cottage
5. Langford House
6. The Clock House
7. 2 Henry's Yard
8. Rose Cottage
9. The Old School House
10. The Briars
11. 1 Hazel Cottages
12. The Mill House
13. Cockspur Thorns



AREAS OF INTEREST

- a. Parking Areas
- b. Tickets Sale
- c. St James Church
- d. BBQ/Beer & Pims Tent
- e. The Farm Shop
- f. Teas & Cakes
- g. Plant Sale
- h. Raffles/Bottle Tombola
- i. Duck Race (Sunday)
- j. The Boot Inn
- k. Reading Room – Art, Photo & Authors' Exhibition



Wish you were here...



- ❖ 12 Lovely Gardens ❖ River Till Setting ❖ Art, Photo & Authors' Exhibition ❖ Teas & Cakes ❖
- ❖ Plant Sale ❖ BBQ & Beer/Pims Tent ❖ Raffles/Bottle Tombola ❖ Duck Race (Sunday 12.00 noon) ❖

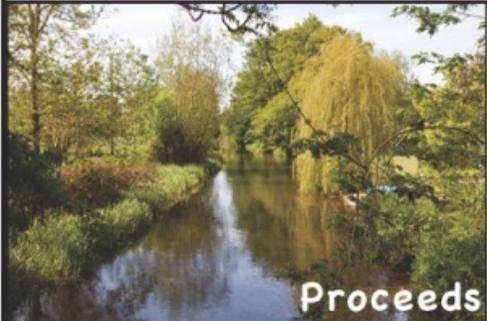
OPEN GARDENS

20th and 21st June 2015 from 2.00-6.00pm

Berwick St James, Wiltshire SP3 4TS

£5 per adult (Free for children under 16) – Dogs on Leads – Ample Free Parking

Tickets available on the day or in advance from Berwick Farm Shop. Visit village website: www.berwickstjames.org.uk



Proceeds to St James Church, Community Fund and The Reading Room

OPEN GARDENS

20th & 21st June 2015

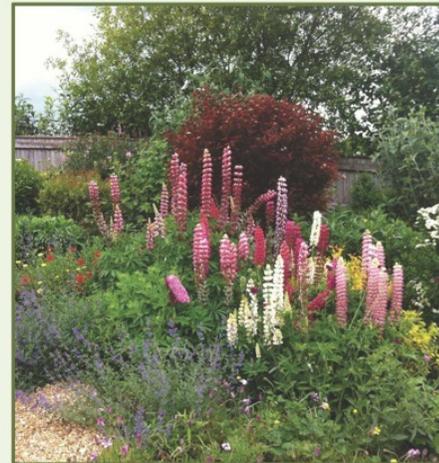
From 2.00 to 6.00pm
BERWICK ST JAMES
Wiltshire SP3 4TS

- ❖ 12 Lovely Gardens
- ❖ River Till Setting
- ❖ Art, Photo and Authors' Exhibition
- ❖ Teas and Cakes
- ❖ BBQ and Beer/Pims Tent
- ❖ Plant Sale
- ❖ Raffles/Bottle Tombola
- ❖ Duck Race – Sunday 12.00 noon

Tickets **£5** per adult
(Free for under 16s)

* Ample Free Parking *
* Dogs on Leads *

Tickets available on the day or in advance at Berwick Farm Shop.



Visit village website for information:
www.berwickstjames.org.uk

PROCEEDS TO ST JAMES CHURCH, COMMUNITY FUND AND THE READING ROOM

Open Gardens



20th and 21st June 2015
From 2.00 – 5.00pm
BERWICK ST JAMES
WILTSHIRE SP3 4TS

Visit Village Website for information: www.berwickstjames.org.uk

TICKETS £5 PER ADULT (FREE FOR UNDER 16S)

***AMPLE FREE PARKING * DOGS ON LEADS ***

Tickets available on the day or in advance at The Berwick Farm Shop

- ❖ 13 Lovely Gardens
- ❖ Art, Photo and Authors' Exhibition
- ❖ BBQ and Beer/Pims Tent
- ❖ Raffles and Bottle Tombola
- ❖ River Till Setting
- ❖ Teas and Cakes
- ❖ Plant Sale
- ❖ Duck Race (Sunday 12.00 noon)

PROCEEDS TO ST JAMES CHURCH, COMMUNITY FUND AND THE READING ROOM

- ❖ 13 Gardens ❖ River Till Setting ❖ Teas and Cakes ❖
- ❖ Art, Photo & Authors' Exhibition ❖ Plant Sale ❖
- ❖ BBQ and Beer/Pims Tent ❖ Raffles/Bottle Tombola ❖
- ❖ Duck Race (Sunday 12.00 noon) ❖

***AMPLE FREE PARKING * DOGS ON LEADS ***

OPEN GARDENS

**Berwick St James,
Wiltshire SP3 4TS**

20th and 21st June 2015 from 2.00-6.00pm

***TICKETS:* £5 per Adult (*Free* for Children under 16)**

£5 Per Adult - Free for Children under 16

OPEN GARDENS

Meeting February 7th 2015

AGENDA

- 1. Committee and Responsibilities**
- 2. Volunteers and Helpers**
- 3. General Framework**
 - a. Gardens to be opened and location
 - b. Events and activities – proposed venues
 - c. Car Park options
- 4. Other Items for Discussion**
 - a. Opening Times
 - b. List and Schedule of Events
 - c. Ticket Pricing (general public and village)
 - d. Logistics
- 5. Ticket Management – sale of tickets/stalls**
- 6. Reading Room Exhibition, Duck Race, & Church Decoration**
- 7. Publicity and Advertising**
 - a. Posters and distribution
 - b. Media coverage
 - c. Signs
 - d. Sponsorship
- 8. Public Liability Insurance and Risk Assessment**
- 9. Working and Planning Schedule leading up to the day**
- 10. Any other ideas and concerns**