



FRIENDS MEETING AGENDA

Autumn Fayre Planning

7.30pm, 26th September 2019

Location: The Windsor Castle Pub, 98 Kings Road, Windsor, SL4 2AP

1. Welcome – Introductions
2. Apologies
3. Stalls Updates (Michaela Spear)
4. Raffle Prizes Updates (Claire O’Connell)
5. Event Publicity (banners, social medias, house signs etc...)
6. Licences, Risk Assessment and First Aid
7. Activities and Volunteer List
8. Food and Refreshment
9. Fayre Set Up / Ground Plan
10. AOB

Date of next meeting: 16th October 2019, 7pm @ the School