

## Check List for Pimms Stand – 11/09/2021

Item	Number	Action
Book pitch with power	Contact Tony Caton <a href="mailto:tony.caton@ludlow.gov.uk">tony.caton@ludlow.gov.uk</a>	
Gazebo + weights	1	
Bunting	1	X
Rotary High Viz tabards	4	X
Straw Boaters	4	X
Pimms aprons	3	X
Pimms bunting		X
Tables	3	
Dog water bowls	2	X
Paper table clothe	1 roll	X
Skirting for tables		
Feather banners	2	X
Gaffer tape	1 roll	
Dustbin sacks	1 roll	X
Ice cream boxes for cash	2	X
Cable Ties	1 pack	
Director chairs	2	
Rotary Collecting Buckets	3	X
Water	10 litre container	X
Clear plastic cups	1500	X
Jugs	2	X
Mixing pan	1	X
Tea Towels	2	X
Bottles of Pimms & Lemonade		
Ice		
Fruit		
Fruit knives	2	
Apple Corer	1	X
Cutting boards	2	
Tea Towels	2	X
Credit Card Machine & mobile phone	1	Check with Treasurer
Ice box	2	
Hand Sanitizer	2	X
Latex Gloves	1 box	
Wet & paper wipes	1 pack of each	X
Pens, string fasteners		
Promoting event	Web & social media	
Signage for Rotary		X
Signage for Beneficiaries		
Signage for pricing		
Float	£150 of 50 pence's and £100 of £1 coins	
Seek to help with set up and take down		
Agree for someone to collect and hold cash		
Nominated Beneficiary	Requires Council prior approval	

**X means check Club Store - Please clean and return to store in the allocated boxes.**

Sept 2021