**Check List for Mulled Wine Stand – (Date)**

|  |  |  |
| --- | --- | --- |
| **Item**  | **Number**  | **Action** |
| Book pitch with power | Contact Tony Caton tony.caton@ludlow.gov.uk  |  |
| Gazebo + weights | 1 |  |
| Bunting | 1 | X |
| Cables + blue socket | 1 Check connection Industrial blue straight plug 2p + E | X |
| Rotary High Viz tabards | 4  | X |
| Second blue electrical socket | 1 Check connection Industrial blue straight plug 2p + E |  |
| Tables | 3 |  |
| Skirting for tables | 2 | X |
| Feather banners | 2 | X |
| Gaffer tape | 1 roll | X |
| Hand sanitizer | 2 | X |
| Latex Gloves | 1 box | X |
| Dustbin sacks | 1 roll | X |
| Ice cream boxes for cash | 2 | X |
| Cable Ties | I pack |  |
| Burco Water Heaters | 2 | X |
| Table Cloths | 2  | X |
| Tea Towels | 2 | X |
| Ladder | 1  |  |
| Director’s chairs | 2  |  |
| Rotary Collecting Buckets | 3  | X |
| Medieval Tabards | 7  | X |
| Water  | 10 litres | X |
| 250 ml polystyrene cups  | 1500 complete | X |
| Mulled wine at £?.?? a glass | 144 bottles @ £ |  |
| Credit Card Machine | 1 | Treasurer |
| Ground sheet | 2 |  |
| Wet & paper wipes | 1 pack of each | X |
| Pens, string fasteners |  |  |
| Promoting event | Web & social media |  |
| 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 – Check Club Store – Please clean and return to store in the allocated boxes.**

Template/ September 2021