

**TOWN CLERK**  
Miss Sarah Richards

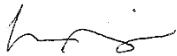
**DISS TOWN COUNCIL**  
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Please ask for: Miss Sarah Richards  
Our ref: CE (sub) 30.09.19  
Date: 24 September 2019

## NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Carnival Sub-Committee** to be held at the **Town Council Offices** on **Monday 30<sup>th</sup> September 2019** at **7.00pm** to consider the business detailed below.



Town Clerk

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## AGENDA

1. **Election of Chairman**  
To elect a Chairman for Carnival sub-committee 2019.
2. **Apologies**  
To consider apologies for absence.
3. **Election of Vice-Chairman**  
To elect a Vice-Chairman for Carnival sub-committee 2019.
4. **Minutes**  
To approve the minutes from the last meeting held on 17<sup>th</sup> June 2019. (copy herewith)
5. **Declarations of Interest<sup>1</sup>**  
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
6. **Public Participation**  
To consider a resolution under Standing Orders 3 d., e., f., g., & h. to suspend the meeting and receive comments from members of the public on items to be discussed on the agenda. (*Members of the public are entitled to speak for a maximum of three minutes*).
7. **Items of URGENT Business**  
To discuss any item(s) of business which the Chairman has previously been informed of at least 24 hours before the meeting and decides should be considered as a matter of urgency (councillors are reminded that no resolutions can be made under this agenda item).
8. **Committee Membership**  
To approve the committee membership for Carnival 2020.
9. **Feedback from Carnival 2019**  
To review feedback from Carnival 2019 and decide on any amendments for Carnival 2020.
10. **Finance**  
To receive a final summary of Carnival income & expenditure for 2019. (copy herewith)
11. **Committee Structure & Responsibilities**  
To consider a proposed committee & sub group structure and allocate responsibilities. (copy herewith)
12. **Theme**  
To consider a theme for Carnival 2020.

### 13. Member Updates

To receive updates from committee members not reported elsewhere on this agenda.

### 14. Date of Future Meeting

To note that the next meeting of this committee is scheduled for Monday 28<sup>th</sup> October 2019.

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#### Members:

Cllr S. Browne  
S. French  
K. Jaynes  
C. Keen  
S. Kiddie

S. Richards  
N. Thornton-Jones  
A. Rackham  
T. Howard

#### For Information: Councillors:

J. Robertson  
N. Howard  
D. Collins  
A. Kitchen  
E. Taylor  
J. Mason  
S. Olander  
M. Gingell  
D. Poulter

#### **NOTES**

*1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the councils website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.*

*The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours.*

**DISS TOWN COUNCIL****MINUTES**

Minutes of the meeting of the **Carnival Sub-Committee** held at the Saracens Head on Monday 17th June 2019 at 7pm.

In attendance: Natalie Thornton-Jones (N T-J) – Chair  
 Claire Keen (CK) -Vice Chair  
 Kimberley Jaynes (KJ)  
 Sue Kiddie (SK)  
 Cllr Sonia Browne (SB)  
 Ruth Ward

**CA0619/1 Apologies**

Apologies were received from Sonya French and Sarah Richards.

**CA0619/2 Minutes**

It was

**RESOLVED:** That the minutes of the meeting on 3<sup>rd</sup> June 2019 were a true record and duly signed by the Chairman.

**CA0619/3 Declarations of Interest**

There were none.

**CA0619/4 Public Participation**

There were 2 members of the public present, Keith Kiddie and Tammy Howard.

**CA0619/5 Items of URGENT business**

There were none.

**CA0619/6 Review of the day**

Members reviewed the overall running of Diss Carnival 2019.

All elements of the Carnival was discussed and it was

**Resolved:**

Marking up pitches the day before is essential, more sprays required for marking of pitches on the park.  
 Map must be correct before handing out to committee and volunteers on the day.  
 Five port-a-loos would be required at the High School next year.  
 Separate application forms are needed from each procession vehicle in future.

**(Action: CK and KJ to change relevant forms)**

Copy of public liability insurance would be required from procession entrants next year.

**(Action: CK and KJ to produce specific document to go out with application forms)**

Additional stewards would be needed to guide parade vehicles to their designated parking areas at end of procession. Floats would be informed prior to the event of where their parade vehicle needs to stop.  
 At least 15 stewards would be required along the parade route next year.  
 Bucket collections in the parade will be for Diss Carnival only.

**(Action: KJ to add to application form).**

Press must not stop parade entrants for stationery photos in future as this caused confusion in the procession.

**(Action: CK to inform press).**

Extra toilets and bins are required on the Park.

Signs would be made next year for the entrance to Park car park saying 'Closed to public- authorised vehicles only'.

Paul Preston Mills, done a fantastic job and his availability would be checked for next year.

Rotary Club praised on their parking stewarding duties at the Feather Factory.  
Stalls situated along the row with Simply Sound would be moved further back from the arena next year to prevent congestion.

Winners from the day's events should be noted on a flipchart in the OPS tent so they can be identified easily.

Bar to be looked at for next year.

stalls selling items such as handmade crafts and jewellery would be approached.

Charity stalls would be encouraged to be more inventive with their stalls to change up from tombola.

Entertainment in main ring to be reviewed.

**CA0619/7**

**Finance**

Members noted that the final financial figures for Carnival 2019 will be available in due course.

**CA0719/8**

**Feedback**

Members reviewed all feedback from Carnival 2019. It was agreed that the majority were extremely positive and action would be taken following suggested changes for next year.

**CA0619/9**

**Thank You's**

Members considered a thank you list for everyone involved with Carnival 2019.

**(Action: CK and KJ would draft a list of people to thank. KJ to create social media video with thank you list and create thank you postcards.)**

**Date of Future Meeting**

Members noted that a meeting date will be scheduled in due course to begin plans for Carnival 2020.

Meeting closed at: 21:10pm

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SUB-COMMITTEE CHAIRMAN  
N-Thornton-Jones

**CARNIVAL INCOME & EXPENDITURE 2019**  
**INCOME**

Enter Actuals in Column C

Date Paid

	ESTIMATED INCOME		GROSS		NET		VAT		TOTAL NET INCOME	
	£		£		£		£		£	
<b>Brought Forward from 2018</b>	£	3,671.82	£	<b>3,671.82</b>	£	3,671.82	£	-	£	<b>3,671.82</b>
<b>DTC budget allocation 19/20</b>	£	1,250.00	£	1,250.00	£	1,250.00	£	-		
<b>GRANTS &amp; DONATIONS (no VAT)</b>										
										31.05.19
										03.06.19
Wheelbarrow fundraiser	£	259.00	£	1,337.53	£	1,337.53	£	-		10.06.19
Bucket Collection on Parade	£	207.85	£	207.85	£	207.85	£	-		10.06.19
Tombola	£	245.00	£	245.00	£	245.00	£	-		10.06.19
Park Radio Donation	£	250.00	£	250.00	£	250.00	£	-		2018/19
Persimmon Homes Grant	£	1,000.00	£	1,000.00	£	1,000.00	£	-		23.05.19
Tesco Bags of Help Scheme (Groundwork)	£	2,000.00	£	2,000.00	£	2,000.00	£	-		01.05.19
Pole Joust & Rodeo Bull	£	355.05	£	355.05	£	355.05	£	-		10.06.19
Saluti Events	£	756.50	£	756.50	£	756.50	£	-		29.07.19
<b>With VAT</b>										
Diss Carnival Car Boot Sale	£	200.00	£	270.00	£	225.00	£	45.00		03.06.19
	£	6,523.40	£	7,671.93	£	7,626.93	£	45.00	£	7,626.93
<b>SPONSORSHIP</b>										
Diss Cyclathon (donation but expecting pitch and feature in return)	£	500.00	£	500.00	£	416.67	£	83.33		10.06.19
The Greyhound, Diss (SILVER) - paid bacs 24.1.19 12665	£	250.00	£	250.00	£	208.33	£	41.67		2018/19
Dipple & Conway (PLATINUM) paid bacs 4.3.19 12962	£	1,000.00	£	1,000.00	£	833.33	£	166.67		2018/19
Durrants (SILVER)	£	250.00	£	250.00	£	208.33	£	41.67		2018/19
Bressingham Beauty Salon (BRONZE) paid bacs 11/2/19 12684	£	100.00	£	100.00	£	83.33	£	16.67		2018/19
Scrutton Bland (BRONZE) 18.2.19 12691	£	100.00	£	100.00	£	83.33	£	16.67		2018/19
Keith Kiddie/ Tatters (BRONZE) 22.3.19 12968	£	100.00	£	100.00	£	83.33	£	16.67		2018/19
Phoenix Events East (Security) (SILVER)	£	250.00	£	250.00	£	208.33	£	41.67		26.06.19
Morgan Price Insurance (SILVER) paid bacs 28.2.19 12955	£	250.00	£	250.00	£	208.33	£	41.67		2018/19
N S Hughes (SILVER) 12910 5.6.19	£	250.00	£	250.00	£	208.33	£	41.67		23.05.19
Contract Personnel (GOLD) 12.4.19 12817	£	500.00	£	500.00	£	416.67	£	83.33		12.04.19
Steeles Law (BRONZE) 26.4.19 12835	£	100.00	£	100.00	£	83.33	£	16.67		26.04.19
John Doe (SILVER) 17.4.19 12821	£	250.00	£	250.00	£	208.33	£	41.67		17.04.19
Frames & Conservatories Direct (GOLD) 5.4.19 12801	£	500.00	£	500.00	£	416.67	£	83.33		05.04.19
Beckford Lewis (BRONZE) 12721 24.6.19	£	100.00	£	100.00	£	83.33	£	16.67		04.07.19
Spire Solicitors (BRONZE) 13.3.19 12975	£	100.00	£	100.00	£	83.33	£	16.67		2018/19
	£	4,600.00	£	4,600.00	£	3,833.33	£	766.67	£	3,833.33
<b>STALLAGE</b>										
Fun Fair donation Larry Gray for stallage	£	500.00	£	500.00	£	416.67	£	83.33		05.04.19
Bar (exclusivity) £250 min pitch fee + 25% to be negotiated	£	250.00	£	250.00	£	208.33	£	41.67		2018/19
Harris Hog Roast 12483 29.10.18	£	130.00	£	130.00	£	108.33	£	21.67		2018/19
Simon Risi- Risi Bici Barista Coffee 12485 31.10.18	£	220.00	£	220.00	£	183.33	£	36.67		2018/19
Grannys Little Charms 12557 12.11.18	£	50.00	£	50.00	£	41.67	£	8.33		2018/19
The Food Dude 12565 9.11.18	£	130.00	£	130.00	£	108.33	£	21.67		2018/19
Andy Garrard- Hotdog 23.11.18 12577	£	130.00	£	130.00	£	108.33	£	21.67		2018/19
Party In A Box- Melanie Walker- paid by BACS 6.12.18 12608	£	80.00	£	80.00	£	66.67	£	13.33		2018/19
Katherine's Kitchen 12763 4.1.19	£	80.00	£	80.00	£	66.67	£	13.33		2018/19
Gourmet Grub 12922 28.5.19	£	130.00	£	130.00	£	108.33	£	21.67		28.05.19
Priory Healthcare 12921 24.5.19	£	80.00	£	80.00	£	66.67	£	13.33		24.05.19
All Fudged Up -paying by BACS 11/2 12673	£	50.00	£	50.00	£	41.67	£	8.33		2018/19
Durrants 12672	£	80.00	£	80.00	£	66.67	£	13.33		2018/19
Aya Cuisine- Tracy Terry & S.Karim 12960	£	130.00	£	130.00	£	108.33	£	21.67		2018/19
Bala Chang 12941 4.6.19	£	130.00	£	130.00	£	108.33	£	21.67		04.06.19
Co-op Funeralcare 12696	£	80.00	£	80.00	£	66.67	£	13.33		2018/19
Spires Solicitors 12820	£	80.00	£	80.00	£	66.67	£	13.33		15.04.19
Sunshine Artists 12966	£	80.00	£	80.00	£	66.67	£	13.33		2018/19
Just Add Kids 12993	£	50.00	£	50.00	£	41.67	£	8.33		2018/19
Brome Grange Cameron Ventures 26.4.19 12834	£	80.00	£	80.00	£	66.67	£	13.33		26.04.19
Royal British Legion 12805	£	30.00	£	30.00	£	25.00	£	5.00		23.04.19
Montgomerie Lodge 12804	£	50.00	£	50.00	£	41.67	£	8.33		23.04.19
Handmade Doughnuts 12923 30.5.19	£	130.00	£	130.00	£	108.33	£	21.67		30.05.19
Adult Education 12706 12.6.19	£	50.00	£	49.99	£	41.66	£	8.33		12.06.19
The Bucket List 129436.6.19	£	130.00	£	130.00	£	108.33	£	21.67		06.06.19
<b>CARNIVAL GAMES ENTRIES (no VAT)</b>										
Spires Solicitors 12820	£	50.00	£	50.00	£	50.00	£	-		15.04.19
Lexham Insurance 12902	£	50.00	£	50.00	£	50.00	£	-		20.05.19
The Heywood 12939	£	50.00	£	50.00	£	50.00	£	-		19.06.19
Jungle Body Tribe 12940	£	50.00	£	50.00	£	50.00	£	-		19.06.19
	£	3,130.00	£	3,129.99	£	2,641.66	£	488.33	£	2,641.66
<b>TOTAL INCOME</b>	£	<b>17,925.22</b>	£	<b>19,073.74</b>	£	<b>17,773.74</b>	£	<b>4,971.82</b>	£	<b>17,773.74</b>

**EXPENDITURE**

	ESTIMATED	GROSS	NET	VAT	TOTAL NET
Expense					EXPENDITURE
<b>ADMIN (PUBLICITY ETC)</b>					
Leaflet print	£ 387.00	£ 387.00	£ 387.00	£ -	
Banner Print	£ 337.91	£ 377.89	£ 314.91	£ 62.98	
Leaflet Distribution Dayburst (19/5057)	£ 150.00	£ 150.00	£ 150.00	£ -	
Raffle tickets for Booze Barrow Raffle (Full price TBC) P/O 18/5018	£ 25.00	£ 50.95	£ 50.95	£ -	
	£ 899.91	£ 965.84	£ 902.86	£ 62.98	£ 902.86
<b>PROCESSION</b>					
Road Closure	£ 36.00	£ 36.97	£ 36.97	£ -	
Traffic Management 19/5072 ML	£ 823.68	£ 823.68	£ 686.40	£ 137.28	
Bunting	£ -	£ -	£ -	£ -	
Radios (Norse Security- 25 radios) 18/5005	£ 162.00	£ 162.00	£ 135.00	£ 27.00	
SNC BINS x4		£ 170.10	£ 170.10	£ -	
	£ 1,021.68	£ 1,192.75	£ 1,028.47	£ 164.28	£ 1,028.47
<b>FUN DAY with VAT</b>					
Roy Allen Engineering Ltd	£ 140.00	£ 168.00	£ 140.00	£ 28.00	
Portaloos	Incl with T/M	£ -	£ -	£ -	
Contract Personnel (Michael Bloom) - Cleaner	£ 48.90	£ 84.80	£ 70.67	£ 14.13	
Park Radio (incl sound) 19/5065	£ 300.00	£ 300.00	£ 250.00	£ 50.00	
Simply Sound plus VAT 19/5092	£ 300.00	£ 360.00	£ 300.00	£ 60.00	
Air Techs Infaltables - Fred Flintstone Giant	£ 540.00	£ 540.00	£ 450.00	£ 90.00	
Barry Dye	£ 569.00	£ 700.80	£ 584.00	£ 116.80	
Carnival Sashes	£ 33.59	£ 34.40	£ 28.67	£ 5.73	
		£ -			
<b>FUN DAY no VAT</b>					
Security personnel (Phoenix Events East)	£ 650.00	£ 650.00	£ 650.00		
Carnival Games	£ 106.17	£ 106.17	£ 106.17		
Thetford First Aid	£ 150.00	£ 150.00	£ 150.00		
Vibe City Street Brass band No VAT 19/5046	£ 450.00	£ 450.00	£ 450.00		
Dino Hire No VAT Also known as hero hire	£ 760.00	£ 760.00	£ 760.00		
Will Lord- Prehistoric Experiences No VAT	£ 850.00	£ 850.00	£ 850.00		
Travelling Natural History Museum 19/5043	£ 550.00	£ 550.00	£ 550.00		
Stilt Walkers	£ 300.00	£ 300.00	£ 300.00		
Paul Preston Mills- Compere 19/5042	£ 150.00	£ 150.00	£ 150.00		
Hay Bales- cash on the day	£ 100.00	£ 100.00	£ 100.00		
Stakes (Gillings' Yard)	£ 70.00	£ 70.00	£ 70.00		
Taiko Drummers - No VAT 19/5045	£ 200.00	£ 200.00	£ 200.00		
Natalie- Thornton Jones- Miscellaneous items 19/5079	£ 96.10	£ 96.10	£ 96.10		
Claire Keen- Trophy Pete Gillings 19/5080	£ 27.50	£ 27.50	£ 27.50		
Natalie Thornton Jones - Transfers T Shirts for Carnival Games	£ 56.25	£ 56.25	£ 56.25		
Natalie Thornton Jones - T Shirts & Inflatable Dino Suits	£ 148.57	£ 148.57	£ 148.57		
Sue Kiddie - Additional Soft Drinks for Wheelbarrow	£ 56.90	£ 56.90	£ 56.90		
Wildlife Displays - Bryan	£ 550.00	£ 550.00	£ 550.00		
Carnival King & Queen Gifts	£ 40.00	£ 40.00	£ 40.00		
Cable Ties	£ 37.08	£ 37.08	£ 37.08		
	£ 7,280.06	£ 7,536.57	£ 7,171.90	£ 364.67	£ 7,171.90
<b>TOTAL EXPENDITURE</b>	<b>£ 9,201.65</b>	<b>£ 9,695.16</b>	<b>£ 9,103.23</b>	<b>£ 591.93</b>	<b>£ 9,103.23</b>
<b>SUMMARY</b>					
	ESTIMATED	GROSS	NET	VAT	TOTAL
<b>TOTAL INCOME</b>	£ 17,925.22	£ 19,073.74	£ 17,773.74	£ 4,971.82	£ 17,773.74
<b>TOTAL EXPENDITURE</b>	£ 9,201.65	£ 9,695.16	£ 9,103.23	£ 591.93	£ 9,103.23
<b>NET INCOME</b>	<b>£ 8,723.57</b>	<b>£ 9,378.58</b>	<b>£ 8,670.51</b>	<b>£ 4,379.89</b>	<b>£ 8,670.51</b>



## **Proposed Diss Carnival Crew / Sub-group Structure**

Each Coordinator is responsible for coordinating each of their group members &/or one member of the group must attend and report back to committee at monthly meetings.

### **Procession Coordinator –**

1. Vehicles
2. Walking Groups
3. Horace's stewards
4. Traffic Management

### **Stalls Coordinator -**

1. Food & Drink specialist
2. Crafts
3. Charity

### **Entertainment Coordinator -**

1. Static including MUGA acts
  - i) Kids Area
  - ii) Health & Wellbeing
  - iii) Animals
  - iv) Produce / Flowers
- 2) Arena
  - i) Team games
  - ii) Displays

**Promotion Coordinator** including website & social media -

**Sponsorship & Funding Coordinator** (sponsorship includes raffle prizes & free services / there are grant bodies e.g. Tesco Bags of Help that should be approached also) –

**Volunteer Coordinator-**



## Agreed Roles and Responsibilities for Carnival 2020

*Roles can be shared between members, and members of the committee can be appointed to more than one role provided that tasks are completed in good time. At least one representative for each area should provide a report to the meetings of the Sub-Committee.*

<b>Coordinators /Names</b>	<b>Key Tasks</b>
Carnival Coordinator =	<i>Suggest removing this role, in favour of the collective working arrangement. The Committee would co-ordinate the event as a team on the day, with one or two allocated members overseeing in key Event Management roles.</i>
Stewards =	<ul style="list-style-type: none"> <li>• Recruiting volunteers and stewards to help run the Carnival procession and Fun Day</li> <li>• Organising necessary training for stewards.</li> <li>• Sourcing equipment such as radios for Stewards</li> <li>• Organising stewards on Carnival day.</li> <li>• Liaising with other coordinators to ensure the health &amp; safety and enjoyment of Stewards and the public.</li> </ul>
Stalls =	<ul style="list-style-type: none"> <li>• Liaising with Promotions to advertise for stallholders.</li> <li>• Identifying and booking stalls to fill in thematic gaps.</li> <li>• Allocating spaces for fundraising stalls, and maintaining a good balance between charitable/commercial and food &amp; drink/crafts.</li> <li>• Arranging site layout with Operations/Entertainment</li> <li>• Sending out and collating stall application forms and payments to be passed to Treasurer.</li> <li>• Point of Contact (POC) for Stallholders.</li> </ul>
Procession =	<ul style="list-style-type: none"> <li>• Liaising with Operations/Stewards to ensure safe procession through town, incl. traffic management.</li> <li>• Liaising with Promotions to contact local businesses, schools, groups and societies for inclusion in Procession.</li> <li>• Carefully considering the order of the floats, considering: speed, size, noise, themes.</li> <li>• Maintaining and updating float information and contact details for procession members.</li> <li>• Liaise with Entertainment to consider inclusion of entertainments within the procession.</li> <li>• POC for those in the procession.</li> </ul>
Entertainment  =	<ul style="list-style-type: none"> <li>• To liaise with the Committee to identify suitable entertainment for the Fun Day</li> <li>• Arrange provision for various age groups and audiences.</li> <li>• To organise the provision of staging, lighting and sound.</li> <li>• To timetable acts and liaise with Promotions to publicise events, ensuring a schedule is prepared before the print deadline.</li> <li>• To arrange for any required MC/Tannoy announcements of acts, VIPs and to liaise with Stewards to provide people to meet, greet and organise VIPs and acts.</li> <li>• To maintain a balance between local and hired entertainments,</li> <li>• To liaise with Sound/Lighting technician and acts on the day and oversee entertainment, ensuring all coordinators are advised of schedule alterations/issues.</li> </ul>

	<ul style="list-style-type: none"> <li>• Key POC for all entertainments and POC on Carnival day.</li> </ul>
Finance =	<ul style="list-style-type: none"> <li>• To seek out funding sources such as grants and sponsorship, liaising with committee to secure.</li> <li>• To arrange and oversee (with committee) fundraising activities preceding the Carnival.</li> <li>• To liaise with Stewards to arrange bucket collections on the day (if required) for charities/carnival funds.</li> <li>• To manage the Carnival accounts and provide statements and costings as required.</li> </ul>
Promotion =	<ul style="list-style-type: none"> <li>• To produce Carnival Programme and Website.</li> <li>• To update website and social media for Carnival.</li> <li>• Liaise with Finance to minimise costs including advertising.</li> <li>• To consider decoration of the town and other publicity materials (posters, flyers, bunting and signs.)</li> <li>• To liaise with the press, booking advertising and editorial to promote the carnival.</li> <li>• To arrange design, print and distribution of promotional materials.</li> </ul>
Operations =	<ul style="list-style-type: none"> <li>• To oversee the Carnival ensuring that all legal and health and safety guidelines are observed.</li> <li>• To liaise with coordinators to arrange logistics such as car parking, set up and get out of event.</li> <li>• To act as a POC and fact-checker to other co-ordinators to ensure that procedures are followed correctly, such as licensing and risk assessments.</li> <li>• To liaise with the Maintenance Team, Security Companies and Health and Safety groups (such as emergency services) to ensure the event is safe and enjoyable for all.</li> </ul>
Admin =	<ul style="list-style-type: none"> <li>• Check applications, required paperwork &amp; payments</li> <li>• Confirm bookings with applicants</li> <li>• Update Carnival Admin Master spreadsheet</li> <li>• Provide update to committee</li> </ul>

N.B. All decisions should be approved by committee. However, if urgent decisions are required to make progress, please discuss with the Officer/Chairman in the first instance.

### **Suggested individual roles on Carnival day ...**

Procession Coordinator -

Stewards Coordinator –

Stalls Coordinator -

Operations Manager –