**Northumbrian Cambridge Association Freshers Party: Plan & Progress as of 20/08/21**

Monday 13 September 2021, 5.30pm to 7.00pm BST

*Literary and Philosophical Society of Newcastle upon Tyne*

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|  | **Before event** | **On the day** | **After event** |
| **Market the event** | * CUDAR announcement online ✓ * Follow up regional press on student successes: Colin D contacting one Teesside school, Sue to email schools. 🛠 |  |  |
| **Deliver provisions etc.** | Receive Party in a Box -this is still an option (pens etc. Bridget sending August 19th) 🛠 | Gilbert and Sue to join Heather at her office by 1600 to bring suitcases over. | Return suitcases to Heather’s office? |
| **Set up** | * Heather, Susan, Gilbert and other helpers to arrive Lit&Phil by 1625 🛠 * Check tables and chairs etc. **🕯** * Prepare notices, signs and banners **🕯** | * Set up registration desk, tables and chairs * Put up/out notices, signs and banners |  |
| **Registration desk materials** | * Gilbert to maintain registration list 🛠 (requesting details using Cambridge Form with link to NCA Data Protection policy) * Gilbert to provide some recent newsletters **🕯** * prepare sticky labels/badges **🕯** | Gilbert to bring final registration list, sticky labels/badges, photo use and data protection notices and Party in a Box goodies if available (pens, napkins, cups, etc.) | * Send registration form to CUDAR within 2 weeks * Receive attendee feedback at some point. |
| **Food and Drink** | * Heather to buy Drinks and Nibbles **🕯** * no additional glasses and crockery required, Lit & Phil have confirmed enough glasses and tumblers for 50, plus 100 paper cups and napkins in Party in a Box 🛠 | Wine, soft drinks, nibbles, glasses, crockery | Return surplus unopened food and drink suitcases to Heather’s office? |
| **Talks** | * Recruit current students ✓ * Ailsa Critten (2019), Sam Carling (2020) * Finalise programme **🕯** | Heather, current students |  |
| **Tidy up** | Agree how we will leave rooms, also glasses/crockery if available **🕯** | Clear rooms by 1900  Return rooms to agreed setup before 1930 |  |