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COMMONWEALTH COUNTRIES LEAGUE
COMMONWEALTH FAIR 2012
Patron: Mrs Babli Sharma

Fair Chairwoman: Madame Dorothy Danso-Boafo – Ghana

3rd & FINAL FAIR OFFICERS MEETING
30th September 2013 (Monday) – 11:00 a.m.

By Kind Invitation of Mrs Dorothy Danso-Boafo
Address: 41 Avenue Road, London NW8 6BS
Underground – Jubilee Line to St John's Wood or Swiss Cottage

AGENDA

- | | |
|---------------------------------------|----------------|
| 1. Welcome | Dorothy |
| 2. Apologies:
Louisa Service | |
| 3. Introduction | Majorie |
| 4. Minutes of Previous Meeting | |
| 5. Minutes Agreed | |
| 6. Matters Arising | |
| 7. Fair Planning Overview | |
| KTH Rental | Majorie |
| Insurance | Majorie |
| Security/Floor Stewards/First Aid | Majorie |
| Cleaning | Majorie |
| Volunteers | Julie |
| Entertainment | Majorie |
| Floor Plan | Jenny |
| Printing of Floor Plans | Jenny |
| Stallholders Information | Majorie |
| Invitation to the Fair for HCs | Louisa |
| 8. Observation from the Chair | Dorothy |
| 9. Reports:- | |
| Accounts | Parveen |
| Brochure | Nalini |
| Grand Draw & Distribution of Prizes | Eric/Raffle SC |
| Private Vendors | Judith |
| Publicity | Julie |
| Fundraising Events – (See Listing) | |
| Future Events | |
| 10. Thank-you Party – to be confirmed | |

Date, Venue, Arrangements

11. Date and Venue of Debriefing Meeting –
12. Close

FUNDRAISING EVENTS 2013

NOVEMBER:

Saturday 9th:

Event: Commonwealth Fair
Host: CCL
Venue: Kensington Town Hall, Hornton Street, London, W8 7NX
Time: 11: 30 a.m. - 6:00 p.m.
Proceeds: CCLEF

DATE

Event: Fair Thank You Party
Venue:
Time:
Contact:

DECEMBER:

Sunday 10th:

Event: Exotic Malaysian Christmas Buffet Lunch
Host: CCL
Cost: £35.00 before 20th November and £40.00 thereafter
Proceeds: CCL
Venue: Corus Hotel Hyde Park - Hyde Park Hotel, Lancaster Gate London W2 3LG
Time: 12:30 for 12.45-4.30 p.m.
Contact: Vasi Daniel - E-mail: vasidaniel@hotmail.com; Mob: 07940 312 930
Cheque payable CCL and send to: Parveen Yusuf, Hon Treasurer, 19 Sunnyfield, London NW7 4RD
