I say we set a time scale and time will tell.

Equipment: What do you need and what have you all ready resourced? Management: I believe a management tree is the way forward controlling all avenues of income and delegation.

Marketing: A fresh flyer and re marketing all involved a bit more in detail may help the event.

I also have a friend in mind he might be able to help as a voice to over lay you and help promote the event.

The same person also makes flyers who I hope to be in contact with, over the next following days and I can keep you updated in regards to this. Regards, Simon Cordell-Benjamin

Director and Manager of; Too Smooth Entertainment:--

## On Tuesday, 12 August 2014, 17:27

Luvinia De-terville wrote:

\*\*\*\*\*Meeting with Simon \*\*\*\*\*

Agenda 13/08/14 @ 12pm

\*\*\*\* - finish proposal for mini Fest Weekender lea valley / pickets lock: mini Fest date:

- Budget

Logistics & Timeframe

- \*\*\*\*\*\*Set up logistics for Montague Rd Building\*\*\*\*\*\* \*\*Timeline: allocated or needed for project?
- space, rental, lease, funding, approval, insurance, risk assessment, projects, staff, security, equipment & furniture, management,
- -Telecommunications ie: outgoing lines, internet, wifi, -Funding? Bounces rd has a funding scheme, availability of funds?

Need average of £25,000 each from funding scheme.

\*\*\*\*\*\* Work on partnership agreement details \*\*\*\*\* \*\*