



8-24 June 2012

Letchworth Festival 2012

**Committee Meeting, Friday 13 April, 8pm
Location: The Hub, 43 Station Road**

AGENDA

Tickets on sale in: 5 weeks

- 1. Apologies**
- 2. Approve minutes of previous meeting**
- 3. Matters Arising**
- 4. Treasurer's Report**
 - Publicity budget for individual events
 - Event underwriting
 - Insurance
- 5. Sponsorship**
 - Status report
- 6. LGCHF Town Meeting**
- 7. Printed Programme**
 - Proof Reading
 - Design
 - Distribution
- 8. Advertising**
 - Food Festival
 - LGCHF Town Meeting
 - Banners (horizontal & vertical)
 - Press releases
 - LALG newsletter
- 9. Programme of events - update**
- 10. Next meeting**
 - date,agenda, location
- 11. AOB**