Newton Flotman Parish Council
List of Tasks
VE Day Celebrations - Sunday 10 May

Task	Whom	When	Completed
Advertising			
Design flyer	Paul Weeks	Friday 20/3/2020	
Print advertising fliers	Paul Weeks	completed by 17/4/2020	
Distribute advertising fliers		w/c 20/4/2020	
Errect banner and bunting on Kings Green		Thursday 7/5/2020	
Street Party			
Move tables and chairs from Church to Bob McKelvey's outbuildings		Saturday 9/5 pm	
Move tables and chairs from Village Centre to Bob McKelvey's outbuildings		Saturday 9/5 pm	
Check area for dangerous rubbish and dog fouling		Sunday 10/5 11am	
Errect plastic fence across A140 access to the old bridge		Sunday 10/5 11am	
Move tables and chairs into position		Sunday 10/5 11am	
Errect bunting, distribute serviettes		Sunday 10/5 11.45am	
Errect dividing fence or barriers and road closure signs		Sunday 10/5 11.45am	
Marshals for parking and road closure in place		Sunday 10/5 11.45am	
Clear and remove all rubbish from the site		Sunday pm	
Move tables and chairs back to Church		Sunday pm	
Move tables and chairs back to Village Centre		Sunday pm	