

TAWA COMMUNITY CIVIC AWARDS 2010

INITIAL PLANNING

A sub-committee meeting was held on Thursday 4 March with Malcolm Sparrow, Ngaire Best, Robert Tredger & Dennis Sharman in attendance.

PROPOSED TIME FRAME FOR THIS YEAR'S AWARDS:

Publicity commences week of:	Monday 12 - Friday 16 April
Closing date for nominations:	Friday 21 May
Awards ceremony to be held:	Friday 11 June

Judging panel will comprise Malcolm Sparrow & Ngaire Best from Community Board.

Members of community (to be part of judging panel) to be approached:

Karen Pettigrew - *Malcolm*
Bruce Murray - *Dennis*
Pete Reeves - *Ngaire*

Proposed meeting date of judging panel: Monday 24 May

TASKS AT THIS STAGE:

Members of judging panel to be approached (see above).

Malcolm:

Obtain price for printing 5000 full colour, two-sided A4 nomination forms (similar to previously) with only small number of script amendments. Also cost of distribution. Final decision not yet made as to whether we will distribute to every Tawa household.

Obtain price for printing 60 full colour, single-sided A4 posters for publicity purposes (as previously). Few amendments to script.

Malcolm:

Book hall (A3) and Boardroom (A2) at Tawa Community Centre. Hall already booked. Also ensure that enough tables and chairs are available - seating for approx 120.

Ngaire:

Book mayor
Book photographer
Book sound system
Book tawa tree (or similar) prizes
Book groups for entertainment - Cook Island group? College string quartet?

Dennis:

Think about food for the night

TASKS FURTHER DOWN THE TRACK:

Malcolm:

Press releases
Signs on Main Road
Arrange for mailout to around 100 stakeholders
Email to schools & churches (for inclusion in newsletters)
Email to community

Ngairi:

Arrange for A5 certificates (as previously) for each nominee, plus frames for 5-6 A4 winners.

Next sub-committee meeting is scheduled for Thursday 18 March at 6pm.