

TAWA COMMUNITY CIVIC AWARDS 2010

SECOND MEETING 18.03.10

A further sub-committee meeting was held on the above date with Malcolm Sparrow, Ngaire Best, Robert Tredger & Dennis Sharman in attendance.

PROPOSED TIME FRAME FOR THIS YEAR'S AWARDS (as previously advised):

Publicity commences week of:	Monday 12 - Friday 16 April
Closing date for nominations:	Friday 21 May
Judging panel meeting date:	Monday 24 May
Awards ceremony to be held:	Friday 11 June

Members of community (to be part of judging panel) as follows:

Karen Pettigrew	- confirmed
Bruce Murray	- not yet confirmed (Dennis will pursue)
Pete Reeves	- confirmed

WHERE WE'RE AT SO FAR:

Expected costs:

Printing 5000 full colour, two-sided A4 nomination forms (similar to previously) with only small number of script amendments	1100
Distribution of nomination forms	275
Printing 60 full colour, single-sided A3 posters for publicity purposes	15
Photography including printed photo for each nominee	360
Certificates (30 to 50) + 6 frames	200
Up to 5 trees (prizes) + one \$75 book voucher	350
Catering	approx 1200
TOTAL	3500

We have budgeted up to \$4000 for the whole occasion.

Hall (A3) and Boardroom (A2) at Tawa Community Centre booked, plus enough tables and chairs, seating for approx 120 people

Deputy Mayor booked	- yes
Photographer booked	- yes
Sound system booked	- yes (no cost to us)
Tawa tree (or similar) prizes	- in hand (so to speak)
Entertainment - Cook Island group? College string quartet?	- not yet sorted

Food for the night - precise quote being obtained

DECISION TO INCLUDE YOUTH CATEGORY:

We have decided to include a sixth category as follows:

Youth (15-24 years)

celebration and recognition of young people who provide outstanding service within the community of Tawa.

The existing categories are:

Arts and Culture
Educational and/or Child/Youth Development
Health and Wellbeing
Heritage and Environment
Sport and Leisure

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

Ngaire:

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

Next sub-committee meeting around mid-April.