

AGENDA for JF21 Meeting following our regular AxR meet on Tuesday morning.

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NOW LESS THAN 3 MONTHS TO THE 27TH NOVEMBER!

1. Briefing update on progress for Stall Bookings (Chris W), Entertainment(Liz P),Traffic Mmt/  
Parking/ SES(Clive) Lottery West Grant (George M), Infrastructure (Mal)
  - \* Do we need to ensure overflow parking capacity at Jeff Joseph Reserve?  
If so, how do we manage?
2. CoM Event Application process and progress towards making it easier for AxR and JF  
Acceptance of Covid Ph 6 Event Plan as submitted, registered with WA Health.  
What will likely be required for future annual specific Event CoM registrations.
3. RISK MMT and ROTARY LIABILITY INSURANCE. Ronald B
  - \* St Johns Ambulance Service.
4. GO2CUPS and CoM Waste Management involvement.
  - \* Planning for an environmentally friendly community event
  - \* Role of GO2CUPS and CoM Waste Management team
  - \* CoM financial and volunteer support
  - \* Stallholder support and communications ( Erin M)
  - \* Minimal AxR involvement, but need to maximise promotional value
5. Progress for JF21 21st Year Recognition, setting up the AxR Stall for M/ship and  
Key Project promotions. Who to champion and URGENT action req'd.  
Finalising what we want to achieve from our stand, and making it professional.
6. Publicity and Promotions. ( Consider potential for Delta Covid to impact WA)  
How hard do we push for the 'bigger crowd'?
7. Budget Review. Any major adjustments for seen?
8. Other matters for Address. (Planning required at Committee level. Delegate?)
  - \* Review of all signage requirements, updates and repairs/refresh. Site maps etc.
  - \* Entry Point review and Crowd Control Layouts. Covid Registration points.  
Mcdonald Rd closure extension and implications.
  - \* Entry Points design for effective and efficient donation collections, signage reqs.
  - \* Event Offices requirements covering set up/ pull down and Financial Mmt.
  - \* Club Sponsor involvement.
  - \* Buskers and Melville Rotoract.
  - \* Manpower Resourcing.
  - \* Bump-in/out timing etc, and Event day management. Responsibilities.
  - \* Official Opening. Timing and considerations.
  - \* Inclusion of a 'movember' styled activity promotion (Nik Bluett suggestion) or for a  
future JF event inclusion?
  - \*
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Hopefully this covers the current planning requirements, with final briefings etc needed in the month leading up to 27th Nov.

Please advise if you are unable to attend and forward any applicable comments.

See you all on Tuesday morning.

Kenn.