

Overview of position

- We have approx £300 in the kitty, we're not actively searching for more funding and want to keep costs at a minimum to keep PK going. We have a good larder of basic ingredients, herbs, spices, salt, oil, flour, yeast etc
- Summer events: Join forces with the Gardening groups
- Putting price upto £2 for total meal
- Partnerships: Sports Team, Unicorn or Banana stand
- Emphasis on social event with simple, good food

Job Roles - Ideally shared between pairs of people

Venue Organiser: 3 hours per month

- Booking Venue, being key holder
- Team Reminder
- Open and Set up and clean down and lock up after event, serving food where necessary

Leafletting: 3 hours per month

- Liase with designer
- Printing
- Distributing throughout flats with universal fob

Cooking: 3 hours per month

- Decide on menu in week one
- Get ingredients
- Cooking, we have all the equipment needed. Payment can be made upfront if needed or keep receipts to be reimbursed. Cater for 20-30 people.

Dates:

May - Sunday 31st

People's Picnic, eat on Leaf Street and do some gardening, Wild Flower Seeds to give away, compost bins too

June - Sunday 28th

July - Sunday 26th

August - Sunday 30th, bank hol weekend?

September - Sunday 27th

October - Sunday 25th (Halloween?)

November - Sunday 29th

December - Winter Feast at Hulme Hall, traditionally

Monthly schedule - from event to event

- PK event happens, have 20 mins team check in at the end of the event, see how everyone is doing, are they able to do their tasks that month etc.
- Designer needs to be briefed with menu idea by week one

- Venue secured week one
- Leaflets printed ready for distro by week two, team reminder this week - is text best?
- Distro complete by week three
- Social media, email publicity week four in week leading up to the event
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Design brief- initial ideas, Lewis happy to do this for us, just need to be clear with what we want!

- Bigger - A5
- Clear explanation of what the event actually entails: Come and eat cheap, healthy food and socialise with your neighbours
- Menu that will be on offer
- Dates for month coming up and full dates for rest of year
- Price
- Translations? Somali, Polski, Urdu?