

Energy Day Plan

Main Aim:

To raise awareness amongst 500 local people about some of the practical energy saving options available to them by appealing to their self interest under the theme of **“save money, save energy, save the planet.”**

Secondary Aims:

- To increase membership of the TPG (mailing list.)
- To cover costs of the event.

Venue:

Somerset Hall with hall divided between display area and guest speaker zone plus provision for café/refreshment zone (possibly the foyer area.)

Date:

Last Saturday in September or early October 2010

Schedule:

- 9.30-10.30am- set up time for displays etc.
- 10.30-4.30pm- open to the public with displays and café and possibly films
- 11.00-12.00am- speaker slot 1
- 1.30-2.30pm-speaker slot 2
- 3.00-4.00pm-speaker slot 3
- 4.30-5.00pm- Dismantle displays/review day/collapse!
- (note that we hope to get 2 speakers per slot – approx. 20 mins talking each and then 20 mins Q&A = 1 hour)

Budget Estimate:

Item	Est. Cost £
Hall hire	250.00
Publicity e.g. leaflets	100.00
Speaker fees	150.00
Equipment hire e.g. projector	100.00
Contingency	100.00
TOTAL	700.00

Funding Plan:

- Apply to Town Council & North Somerset Council for grants
- Levy each display contributor say £50.00 on the basis that we expect to attract 500 potential customers and we will include their company details on the event promotion material
- Charge each member of the public £1.00 admission fee
- Run the refreshments/café on a break even basis

Next Steps:

Jon	Paul
Book Somerset Hall & check equipment	Write up/forward meeting notes to Jon
Check with councils re: grant aid	Continue to liaise with other local groups
Identify local businesses for display zone	Identify the key speakers

Next Meeting:

Monday 22nd. February @ Jons' (63 West Hill) @ 10.00am