

2023_12_13 LeithChooses steering group meeting notes – onsite at Leith Community Education Centre

Actions and decisions are **green-highlighted**.

Present: Sally, Don, Douglas, Jade (CEC), Abi, Jack (minutes), Robert (LCEC), Tremaine (CEC)

Apologies: Bruce, Douglas, Susan

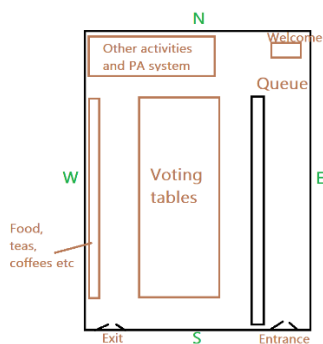
This meeting was based on the event day and took place onsite at Leith Community Education Centre

1 Rooms

- Persevere room will be volunteer base and locker room.
- 23 applicant tables will fit into main hall.
- Quiet voting (11am-12pm) room should be the Kinnaid Hall

2 Layout of main hall

- The main hall is 29m x 18m.
- Each applicant needs a number for their table and voting cards.
- Chairs will be put together (black on the below sketch) to queue people in.
- Children's voting for best stall next to goals
- **Tremaine will double check about the possibility of a smoothie bike**
- Facepainting was previously in the north west corner.
- Teas, coffees and food will be along the west wall using Community Centre tables. We will need volunteers to refill the urns.
- Speakers and microphone at north end to open the day and do announcements.
- Kinnaid room doors can be open for large exits if needed.
- Some of the photographs below are samples of ones **Jack will upload to Dropbox.**



3 Further communications

- Jade will email applicants in early new year with a checklist like parking, timings, table displays.

4 Equipment to be ordered / made

- Tables could arrive anytime. Jade will ask if they can come at 5pm. Street Soccer are in the main hall 2pm-6pm.
- Jack to make directional signs for lift and entrance etc.
- Lists of streets needed.
- Ordering of wristbands: no petty cash, no wristband ordering so will need to do it through Leith Community Centre.
- Jade has ordered 3,500 dots
- Jade has big red stickers for people who don't want photographed
- Jade will make a risk assessment.