**OPEN DAY 22ND OCTOBER 2017**

11am-3pm

**IN THE ARENA:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job** | **What’s involved?**  | **Your Name** | **Time you’re available:**  |
| Set up/take down | Moving jumps in and out, opening doors etc.  | Paul Cox  |  |
| Announcer  | Commentating on the activities in the arena  | Peter Burton  |  |

**OUTSIDE**

**Pony RIDES**

**For ages 5-10, weight limits apply, £3 per ride, woods.**

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| --- | --- | --- | --- | --- |
| **Time** | **Coach (x1)**  | **Leaders**  | **Sidewalkers (x2)**  | **Hat fitting/taking money (x1)**  |
| 11-1pm | 1. Carol Harris
 | 1.Angela Westwood2.Julia Faulkes3.Ruthy Lillington 4.Ali Bufton | 1.Sarah Spencer2.Abby Lillington | 1. Sarah Holloway
2. Bunny ears
 |
| 1pm-3pm | 1. Maureen
 | 5. Carol Marks6.Julia Faulkes7.Ruthy Lillington8.Ali Bufton | 3. Abby Lillington4.Eleanor Beasley-Suffolk |  2. Sarah Cartlidge |
|  |  |  |  |  |

**Simulator sessions**

|  |  |
| --- | --- |
| **Time** | **Volunteers must be RDA coaches** |
| 11-1pm | 1. Gail Jarman if available

2. |
| 1pm-3pm | 1.2. |

**Barbecue**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Cook 1** |  **Cook 2**  | **Server 1**  | **Server 2**  |
| 10.30am-1pm | Eddie | Stuart | Wendy | Chris |
| 1pm-3.30pm | Stuart | Maureen | Stephen | Chris |

**Burgers and sausages to come from T & PA Murray. Buns from ?Redland Bakery**

**Sauces etc from Morrisons**

**Shop for: napkins**

 **sauces**

**Cakes and Tea**

**Cakes brought in by people, tea, coffee in house, Position: to left of front door**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Helper 1** | **Helper 2**  | **Helper 3** | **Helper 4** |
| 10.30am-1pm | Sarah Smith Lara Smith  | Mille Boult | Sue Thatcher | Sue’s cousin |
| 1pm-3.30pm | Stella Jelly | Millie Boult | Sue Thatcher  | Gill Hazell  |

**Info/Merchandise Stand**

Selling raffle tickets, giving out leaflets, riding/volunteering forms, booking simulator rides and handing out treasure hunt stuff. You need to know the Centre quite well, and it would be useful if there was a first aider here.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Helper 1** | **Helper 2**  | **I’m a first aider** |
| 10.30am-1pm | Kim Langbridge | Yvette/Louise | Yes/No |
| 1pm-3.30pm | Kim Langbridge  | Jo Fallowfield | Yes/No |
|  |  |  |  |

Position: to left o

**Tack stand**

We hope to run a second hand tack stand. Volunteers here will ideally be able to tell their martingale from a numna.

|  |  |  |
| --- | --- | --- |
| **Time** | **Helper 1** | **Helper 2**  |
| 10.30am-1pm | Jasmine Ellis? |  |
| 1pm-3.30pm | Aliza Smith |  |

**OUTSIDE EXHIBITORS**

Fire Service – require someone to stay with them to ensure speedy exit

Zoo Bugs – require access to the building

Unlimited – Mobility shop – to be placed by 1st barn

Face Painter – inside front of building

Little Toads – to right of front door where horse boxes are. Horse boxes need to be moved

John Dowling Falconry – outside their hut.

Carol Massie – In Therapy Room

Susan Ryrie – in Therapy Room

Barry Georghiou and band – to be placed to right of main front door.