Checklist for Reg 14

What have we forgotten?

October 14

Issue press release

Receipt of updated maps

October 15

Take delivery of leaflets (Feedback and Invite to meetings)

Deliver leaflets to dor2dor distributors

October 17

Update PreSubmission with maps / despatch to printers and webmaster

October 18

Sign off of PreSubmission

Agree details of open events

October 21

Approved PreSubmission posted on line

Banners displayed (Jubilee Hall entrance, Longacres Way, Drayton Lane)

Week of October 21

Distribution of leaflets

Letters to landowners and statutory consultees

October 22

Completion of display sheets/ despatch to printers

October 24

Delivery of hard copies of PreSubmission

October 25

Lodge hard copy of PreSubmission with Gribble, Chichester Library, Flip Out, Oving Telephone kiosk, Jubilee Hall

October 28

Consultation begins

October 29

Delivery of Display sheets

October 30

Attach sheets to Display boards

November 1

18:30 Set up Display boards in Jubilee Hall

November 2

09:30. Set up for Open Day Jubilee Hall

Front of house: RP, SQ

Station (policy groups) keepers: RH, CS, CB, KA, SO, JP, SQ

Refreshments: A-ME, A, RP

Materials needed: ID cards with lanyards, note pads, post-it pads and pencils, flowers for the lobby, feedback forms, SAE x 10, hard copy Presubmission x 2

12:00 noon. Dismantle Display boards , store in hall

November 6

18:30 at Flip Out

Set up Display boards (brought from Jubilee Hall) in party room

Attach cards at Flip Out entrance and on stairs to direct to meeting room

Additional station keepers: PK, MM, DA-D

Refreshments: café

December 10

MM prints off feedback forms

December 13

Prize draw, calls to winners

SQ October 18, 2024