Hadleigh Cycling on Show – 28th March

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| Event arrangements |  |  |
| Marketing | **MM** – will place notice in Community News Feb 18th (all editions) to publicise event  **RSS** – also to go on the Visit Hadleigh website and calendar | **MM** – Community News – notice has appeared in all versions, will repeat for next month. Will also contact other local cycling clubs.  Has some club flyers for distribution on the day & will contact BC and Sports Dev Suffolk for additional publicity material and any local(ish) cycling stars  **RSS** – Visit Hadleigh contacted, nothing on site yet, will need more details for calendar entry.  **MM** – will look out club banners and signs for signage and room dressing on the day.  All existing social networks to be utilised for publicity, facebook, Hadleigh Hares **(FH),** local schools, library  **KB** – will contact Hadleigh Council/Mayor for visit to event - done, he’s accepted |
| Bike repairs | **GP** will speak to Martin | Done, Martin has agreed |
| Puncture repair demo | **KB** will speak to Pat Atwood | Done, Pat has agreed. Perrie will also be doing puncture demos. Probably 3 repeats |
| Colchester BC development | Update on Colchester BC development, advice for juniors plus offers for local cycling groups/clubs from John Stockwell – **SK** to approach | **SK** – has been in touch with John Stockwell who is looking to rearrange his schedule so he can attend. TBC |
| Bike display – electrics | Display of electric bikes and turbo/indoor cycling option – **LJ** to speak to Pedal House | **MM** – will check with LJ on progress. Pedal House may also have display materials that can be used to promote inside centre |
| Junior Club | Junior display: **LJ**: photo collage & videos. Possible offer of free 1st session in April | **MM** – will check with **TC** about running continuous cycling related material on a screen during the morning |
| Sub collection | **KB** to sign up for membership | **KB** – will email list form HoS event. On the day will have separate sign ups for different options available eg: GBOYB, Wednesday evenings, Sunday socials.  Will have forms, money, proformas for grant money printed off & to hand |
| Jumble | bike related gear, club kit, clothes, sprockets etc. | To be made clear that anything not sold has to be removed by owners at the end of the morning. Club kit to be on display as well. **MM** will contact Benson for available kit |
| HCC grant | ideas to promote cycling locally | Will be tied in with membership stall |
| Refreshment | Decent coffee and refreshments – **FH** to speak to Faye Carfoot about providing these | Faye can’t provide coffee, but can order in cakes.  **KB** – will talk to Miranda from Café Como about coffees/cakes  **All** – decided focus should be on cycling and not refreshments as possible to use kitchen and do cups of tea/coffee & biscuits if no from Miranda |
| Watt Bikes | Active Suffolk | **MM** – will contact Active Suffolk. Bikes are extremely heavy and not very portable |
| Raffle prizes |  | Decided not to have a raffle, no captive audience |
| FROG bikes v cheap bikes | Pedal House | Will form part of Pedal House display. Will be pitched as options available to kids. Ties in with previous entry re bike display |
| Cycling memorabilia | Nicholls family | Yes to this idea |
| World’s biggest bike ride | Sign up | **GP** – to research this and see how it can link to club |
| Access & Set Up | All | Event to run from 9.30am to 1pm.Key can be collected night before and trestle tables (9 – 10) can be used, plus materials can be brought in and set up. |