



caroline slater <carolinemslater@googlemail.com>

## Actions from IB Committee Meeting Sunday 27th September

1 message

**Caroline Slater** <caroline@slaters.net>

**29 September 2009 19:46**

To: Bernard Stevenson <bernard.stevenson@tiscali.co.uk>, Philip Johnson <philipjohnson@mypostoffice.co.uk>, Philip <philip234@fastmail.fm>, Laurence Slater <laurence@slaters.net>, Tom Beaton <tom.beaton@yahoo.com>, Chris Hobson <c.hobson@tiscali.co.uk>, Janet Oates <janet.oates@btinternet.com>, Helena Brown <HelenaBrown@mowat-brown.co.uk>, Simon Pike <simonpike@waitrose.com>, Sylvia Bisset <sylviabisset@clara.co.uk>, Ali Sands <alisands42@yahoo.co.uk>

Hi all

Here are the main action points that came out of the meeting on Sunday:

- **Alison** to follow up with the IPH Licensee to arrange that she covers the 3 nights
- **Laurence** to complete printing of tickets and give them to Chris
- **Chris** to look into arranging additional orchestral rehearsals with Helena
- **Bernard** to send electronic version of flyer to Chris
- **Chris** to send flyer to Tamesys for inclusion in circulation
- Expenditure for additional Theorbo player approved
- **Chris** to ask Roehampton for advert to put into programme and pass onto Laurence (also, do they want to give us flyers to distribute at performances?)
- **Laurence** to send **Philip** article about the operas to send on to Richmond and Twickenham Times (together with suitable photo)
- **Caroline** to put flyer on notice board at Clifden, **Philip** to put flyer at Parkshot
- **Tom** to follow up on banner
- **Tom** to send email to Hounslow councillors to invite them (not complimentary!)
- **Tom** to send out newsletter after ensuring up to date still
- **Laurence** to email Catherine Bott to invite her
- **Tom** to email our friend offering free drink
- **Caroline** to follow up with sound recording person and get them in touch with Simon
- **Chris** to provide Alison with £200 to provision bar
- **Alison** to organise front of house volunteers to help with bar, raffle and programme selling
- **Laurence** to ask Anthony to ask Malcolm to run box office
- **Simon** to get in touch with Tom Brooks re stage management
- **Simon** to confirm with Fusion that he can get into the hall on Sunday to set up lighting
- **Laurence** to give Simon backdrop and other props
- We need to track down extra costumes - **someone** to ask Anthony if he knows anywhere locally that might source them

Next meeting at **1pm at Roehampton in Common Room.**

I'll add this email to the website and produce updated minutes at a later date. Let me know if I missed anything.

See you tomorrow and/or Sunday.

All the best  
Caroline