

2020 Beer Festival Timetable Plan (DRAFT)

Meeting Dates	Jan 23 rd	Feb 27 th	Mar 26 th	Apr 23 rd	May 21 st	Jun 18 th	Jun 22 nd	Jun 23 rd	Jun 24 th	Jun 25 th
			Festival Programme Budget Approval	Confirm Prices	Sponsorship Beers Ciders Wines Food	Staff Rota Lists/Tasting Notes Keg End Posters (both to include allergen info)	Site Kit Delivery Site Set up	Install Cooling System	Glasses delivered	Let's Go
					Posters Ale Trail	Collect CAMRA Kit	Beer Delivery	Tap kegs		
					Cooling System CAMRA Cellar Kit etc.					
					Festival Site Kit (bar,trestles,bales etc)					
					Glasses					

NB Tasks are listed under 'must be completed by date'. Actions to complete tasks should where appropriate be undertaken any time prior