

**CGS/Radform Regatta 31 March JOB LIST AS AT 6 Mar 07**  
**2007**

**Status Colour Codes**


= locked in, complete and ready  
 = progressing, not complete  
 = unknown and incomplete  
 = not required this year

Requirement	Assigned to:	Status @ 30 Nov 05	Comments
<b>BBQ</b>			
BBQ Roster	Simon Greig & Rob S-R		
Thin Beef Sausages	Ross Ford		200 sausages ordered Bungendore Butchery
Bacon	Ross Ford		10kg - 500 units
Eggs	Ross Ford		10 doz eggs
Onions	Tim Harrison		1 bag of pre-chopped
Bread from Yarra Bakery	Ross Ford		20 loaves from a supermarket
Gas bottles	Rob Smith-Roberts		Bottles at shed (and borrow from parents if required). Rugby and Rowing BBQs. Fat tins required for under.
Cash Float	Radford		\$200 in 10¢, 20¢, 50¢ & \$1 with cash box.
BBQ	Rob Smith-Roberts		From shed using either of Rugby or Rowing BBQ. Requires big BBQ and 2 large gas cylinders. Friday night from shed icw Tim Harrison. Michael Hart to provide a spare gas bottle. Metal fat tin required for under.
BBQ Accessories	Rob Smith-Roberts		BBQ accessories
Tomato and BBQ sauce	Rob Smith-Roberts		2 x 4 Litre bottles of each with one or two small squeeze bottles to be refilled from large
<b>Cold Food</b>			
Freezer (paper for muffins) and garbage bags	Radford		
Plastic containers and forks	Radford		500g margarine size. Malcolm Mearns to buy additional as required
Biscuits	Radford		
Lollies	Radford		
Muffins	Radford		
Cakes and slices	Radford		
Fruit	Radford		
Table Cloths	Radford		
Price List	Radford		bacon & egg \$3.00, sausage & egg \$3, sausage only \$2
BRO Catering	Radford		Free goods to those with the relevant ACTRA shirt. Arrange tab with coffee van. Major sponsors also?
<b>Drinks</b>			
Softdrinks	Radford		Julie to confirm not doubled up
Juice	Radford		Poppers
Bottled water	Radford		Not provided in Dec 05 but good demand that could not be met
Beers for the BRO's post event	Radford		Four Dozen ex Bungendore Cellars 50/50 light/heavy
<b>Tea &amp; Coffee</b>			
Capacino Maker	Brad Horwood		250 guests expected from 0630
<b>Logistics</b>			
Generator	Simon Greig		
Power Cables (15AMP) x 4	Simon Greig		See also cables with generator
Eskies	Radford		Reminder to Parents to bring these along with iced bottles. Remind owners to label lid and base. Year coordinator (Tony Howard) to send e-mail. White planter tubs from shed. Red accessories esky from Rowing Association.
Tables/Trestles (8 folding)	Rob Smith-Roberts		8 - 10 Tables with trestles from Macarthur Scout Group - \$40 donation on reimbursement. Delivery 0615. [2004 arrangement - Tables from Brigit Middleton and delivered to the shed for holding week before. Tables to be collected from shed and taken to finish area by 0615 Saturday]
Garbage bins	Radford		
CGS Circus Tent	Tim Harrison		Large CGS tent in Shed cage.
Pop-ups	Tim Harrison		Tim Harrison - Rowing Association pop-ups in Rugby catering van. Ross to deliver in boat

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Course PA	ACTRA / Radford	Yellow	
PA System	Tim Harrison	Green	Borrow PA system from Sarge as used for New Parents Welcome Breakfast to be used for presentations
Loud Hailer	Tim Harrison	Green	For Boat Marshall - ex shed
Signs for parking etc	ACTRA	Green	Ross Ford confirm contact please
Mobile Phone contact network	All	Yellow	List of contact numbers to be provided to participants - see list below
Pontoon Marshalling Duties	Brad Horwood	Green	Bill to establish roster as required please
Portaloos	ACTRA	Yellow	Ross Ford confirm please
Security @ car park 4 trailers	Gordon Lowe	Green	Gordon Lowe to arrange roster please. Will any trailers be parked overnight?
Trailer Parking directions/control	Gordon Lowe	Green	Chris Morris has details of last year's arrangements. Dec 2005 Grdon Lowe provided coloured vest and witch's hats to reserve inner side of traffic island for boat trailers - much appreciated by visiting clubs.
Coldroom	Ross Ford	Green	Ross Ford has booked the coldroom. Mike Blore from Bungendore Cellars will deliver to regatta 07:30 Saturday having cooled it on Friday. Paid for in kind with a race sponsorship. Contents to be cooled by Ross Ford for 48 hours in Florist Cool Room.
Ice	Radford	Yellow	Liaise with Year Co-ordinators to all Parents to remind them to store and bring ice in plastic juice/milk bottle/ice cream containers. Require designated people to bring bags of ice at 0700 to ensure there is enough ice to get started.
Water	Ross Ford	Green	Approach Garry Tamsett/Margaret Coalrake for use of their 150l tank. Delivery to course using Ross Ford ute/trailer.
Grass Cutting	Brad Horwood	Yellow	Urban Services (Environment and Heritage 62079777) contacted. Grass is cut on a medium frequency cycle. Cannot guarantee cutting date but by 3Dec05 requested on 21Nov05. School parent Mike Zizler (?) may expedite
<b>ACTRA BRO's</b>			
21 BRO's required	Ross Ford	Yellow	
<b>Communications</b>			
Race commentary	Ross Ford	Yellow	Tim Harrison and 2007 Coaches to gather assistance from recent Old Boys.
ALL Shed Parents rent-a-crowd	Ross Ford & Simon Greig and Radform organisation.	Green	Encourage attendance not drop and dash. Seek Tim Harrison's support through requiring boys to attend throughout. Seek to have boats brought to the end of the course rather than rowing out of the shed, to increase numbers, sales and atmosphere.
<b>VIP Relations</b>			
Gay Woods	Radford	Yellow	
Simon & Patsy Murray	Radford	Yellow	
Allan & Mrs Ball	Radford	Yellow	
Sarge & wife	Radford	Yellow	
Visiting school heads	Radford	Yellow	
<b>Trophies/Ribbons/Flowers</b>			
Perpetual Trophy and Plate	Tim Harrison	Yellow	To collect from the school cabinet
Schoolboy First VIII	Tim Harrison	Yellow	Medals collected
CGS Cup	Tim Harrison	Yellow	Cup collected
Ribbons	ACTRA	Yellow	Ross Ford to confirm
<b>Merchandise</b>			
Polo shirts	Simon Greig	Green	Available from the supplier in the week before the regatta in readiness for distribution to those families who have placed orders todate
Rugby shirts	Simon Greig	Green	Sale of polo shirts and rugby tops to be made on the Saturday to parents who did not order.

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Car stickers etc	Simon Greig		
<b>Interstate Schools</b>	Tim Harrison		Local Canberra schools plus Shoalhaven, Kinross and Cranbrook
<b>Raffle</b>			
Raffle	Penny Ford		w/ Carolyn Greig, Jennifer Hart and Jenny Lawrence
<b>Contact List - Key Personnel</b>			
Ross Ford	0417 450 585		
Simon Grieg	0413 332 868		
Tim Harrison (MIC Rowing)	0403 609 959		
Michael Hart	0411 602 306		
Tony Howard	0418 622 401		
Nanette Howard	0411 024 222		
Gordon Lowe	0409 512 213		
Chris Morris	0438 162 119		
Rob Smith-Roberts	0411 600 656		