

TTL Tuesday Talks Programme Team Roles and Advertising.

Team Roles

Book Room and projector (when required) in Mrs Howard Hall and pay invoices.	JS (Room Booker)
Provision of title, two to three sentence precis and simple graphic for event publicity to the Poster Producer and requirements for room layout and IT to the Room Booker at least 6 calendar weeks prior to the Transition Tuesday.	Presenter / Host
Produce event poster as jpeg and pdf and send pdf to NHC for printing and Jpeg version to TTL Facebook manager.	JS (Poster Producer)
Submit entries for LALG / Comet <ul style="list-style-type: none"> • LALG: Send copy to newsletter@lalg.org.uk <i>Guidelines for format to adopt can be found at www.lalg.org.uk/newsletter</i> • For entry to the Comet Community News section send a short description to Heather McLaughlin at column@lethworth.com. 	JS (Poster Producer)
TTL Facebook manager will post the event on Letchworth Facebook page and boost for an agreed fee if thought necessary for the event by the planning team.	PW
Enter event details in TTL calendar, the event will then be picked up and included in the TTL monthly bulletin and appear on the TTL website.	JS
Collect posters from printer and distribute round town and to other team members for wider distribution (see Poster Location table for distribution process).	JW
Bring equipment / signage to meeting	DK
Set up the room	RL
Set up postering and signage in Mrs Howard Hall for the meeting.	RL
Bring required IT equipment and set-up	JS PW (Speakers)
Door money	DK
Refreshments	SL
Front of house. Introductions. Notices	PW
Taking down the room	RL
Bank door money and process attendees signing up for Bulletin	JS
Library?	
Should we advertise elsewhere e.g. Next Door and Letchworth Freegle?	

Poster Locations

Location	A4 Posters	A5 Poster	A6 Flyers	Distributor
Broadway Studio & Gallery		1	20	JW
Broadway Cinema			5	JW
Costa Coffee		1		JW
Cultivo		1		JW
David's Bookshop and cafe	1		20	JW
Esquires		1		JW
The Grapevine			5	JW
iZ Café			5	JW
La Concha			5	JW
Library	1			JW
The Lounge (Barber in Leys Avenue)			5	JW
Micro Brewery in The Wynd		1	10	JW
Morrisons	1			JW
Mrs Howard Hall	1			JW
Nationwide	2			JW
No. 12 Delicatessen + Cafe		1	5	JW
Sainsbury Express		1	10	JW
Settlement	1		5	JW
Tourist Information	1			JW
Wilkinson	1			JW
St Thomas's Church Hall	1			PW
St Michael's Church Hall	1			PW
Tesco Express (Bedford Road)	1			SL
Lordship Food Market		1		JS
Jackman's Community Centre	1		10	JS
Tesco Express (Grange)	1			?
Nourish Cafe - Rosehill		1	10	DK
Fairhaven		1	10	DK
Transition Tuesday			15	JW
Total	14	10	140	