**A black background with yellow letters

Description automatically generated**

|  |  |  |  |
| --- | --- | --- | --- |
| **Actielijst werkgroep**  Datum: | | | |
| **Wat** | **Wie regelt dit** | **Wanneer** | **Stand van zaken** |
| **Algemeen** |  |  |  |
| Vergunning |  |  |  |
| Brandweer politie inlichten |  |  |  |
| Verzekering |  |  |  |
| Programma opstellen |  |  |  |
| Inschrijvingen bijhouden |  |  |  |
| Alcohol vergunning |  |  |  |
|  |  |  |  |
| **Financiën** |  |  |  |
| Begroting opstellen |  |  |  |
| Bijdrage gemeente aanvragen |  |  |  |
| Sponsoring |  |  |  |
| Begroting beheren |  |  |  |
|  |  |  |  |
| **Locatie** |  |  |  |
| Vastleggen datum en tijd |  |  |  |
| Plattegrond opstellen |  |  |  |
|  |  |  |  |
| **Entertainment** |  |  |  |
| Artiesten |  |  |  |
|  |  |  |  |
| **Materialen** |  |  |  |
| Tent |  |  |  |
| Marktkramen |  |  |  |
| Podium |  |  |  |
| Toiletcabine |  |  |  |
| Geluidsinstallatie |  |  |  |
| Verlichting |  |  |  |
| Tafels en stoelen |  |  |  |
| Tap |  |  |  |
| Springkussen |  |  |  |
| Knutselmateriaal |  |  |  |
|  |  |  |  |
| **Catering** |  |  |  |
| Frisdrank |  |  |  |
| Chips |  |  |  |
| Snoepgoed |  |  |  |
| Overig |  |  |  |
|  |  |  |  |
| **Mankracht** |  |  |  |
| Ehbo-ers |  |  |  |
| Begeleiding activiteiten |  |  |  |
| Fotograaf |  |  |  |
| Bardienst met certificaat |  |  |  |
|  |  |  |  |
| **Promotie** |  |  |  |
| Uitnodiging |  |  |  |
| Posters |  |  |  |
| Flyers |  |  |  |
| Persbericht |  |  |  |
| Website en social media |  |  |  |
| Wijkkrant |  |  |  |
| Persberichten |  |  |  |
|  |  |  |  |