

Great Kitchen 2026 Exhibition – Tasks Version 7 (13 July)

Green = Yes/agreed Red = To be confirmed

Task	Contact	Response
Liaising with the Palace	Diane Henshaw	Done
Emailing exhibitors	Diane Henshaw (Caroline Piggott to set up mailing list)	Done
Social Media		
Web updating	Neil Rampton	
Stewarding Rota	Sandi Dixon	
Portfolio from web		
Managing daily sales info Daily during exhibition and reporting back to Anton. Checking any discrepancies on the final Sunday.	Anton Page Diane Henshaw	
Publicity	Gill Waller to organise road signs (not to refer to Cathedral) Fanny Blackburne to design poster Fanny Blackburne to arrange printing All exhibitors to be asked to distribute flyers and advertise through own social media.	In hand Done
Exhibition finances and card machine	Anton Page	
Liaising with van hire	Diane Henshaw	Done
Buying supplies and delivering to GK on 21 July	Diane Henshaw Packaging and stationery Tea/coffee/biscuits	
Stewarding Handbook To be updated/simplified	Diane Henshaw	Done
Plinth painting Needs 4 or 5 people – may need alternative day if raining.	Anton Page to take charge – list of volunteers sent to Anton Volunteers: Emma Walker; Alix Mercer-Rees; Gill Odling; Jo McEwen	Done Emailed confirmation
Attending at storage locker for removals van to arrive Tuesday 21 July 9.00am	Jo Tricklebank	
Setting up plinths and lighting Tuesday 21 July 10.00am to 4.30 ish – also Wednesday 22 July 10.00am if needed Needs about 6 people	Lighting: Tuesday 21 July – Rolf Hawkins, Andy Henshaw, Emma Walker, Faye Stevens Plinths: Tuesday 21 July – Diane Henshaw, Pauline Bradbury; Sheila Purvis	Done
Car parking team for delivery of pots Wednesday 22 July 1.00pm to 4.30pm	Samantha Perkins; Richard Howell; Jeanette Walpole	Done; emailed confirmation

Checking in work Wednesday 22 July - 1pm to 4.30pm Needs 3 people to use the printed check-in sheets. Email explaining process to be sent out 1 week before.	Steph Edwards; Sue Ellis; Deborah Kolios; Sue Braisher Diane Henshaw	Done: emailed confirmation
Displaying/packing/storing work Wednesday 22 July 2pm to 5pm and Thursday 10am to 12 if needed	Diane Henshaw, + Sue Blake; Gill Odling; Paula Bradbury;	Emailed & confirmed
Private view drinks Friday 24 July 6pm to 8pm	Helen Carroll to lead team – need 1 other Katherine Stubbs; plus 2 helping with drinks; Josephine Potter; Pippa Honess	Done; emailed confirmation
Private view stewarding Friday 24 July for sales, wrapping and putting out work	Helen Carroll to arrange – (needs 5 people in total: ideally 2 on the desk, 2 wrapping and 1 putting out new work) Margaret Newton; Rachel Hayward; Francheska Pattison; Katerina Sedlackova; Sue Robbins	Done; emailed confirmation
Car parking team for check out Sunday 9 August 5pm to 6.30pm	Juliet Braxton; Nadia Hopkins; Lucy Prosser	Done; emailed confirmation
Checking out work at end of day Sunday 9 August 5pm to 6.30pm	Deborah Mitchelson; Michael Brown; Fiona Kelly	Done; emailed confirmation
Car Parking team for check out Monday 10 August 9am to 10.30am	Pauline Somerville; Su-Peta Cloud; Elizabeth Brook	Done; emailed confirmation
Checking out work Monday 10 August 9am to 10.30am	Rolf Hawkins; Nigel Hobbs; Marigo Harries. Diane Henshaw to oversee and hand back key	Done; emailed confirmation
Taking down plinths and lighting Monday 10 August 9am to 12	Alec Roberts, David Barrett; Diane and Andy Henshaw, Rolf Hawkins	
Assisting with removals firm Opening/locking storage container	Diane Henshaw Jo Tricklebank	