**Savoy Round up Meeting**

**Actions Wednesday 6 November 2019**

1. Costs to be closed down by Friday 15 Nov CW/SS
2. Display items

* Send Welcome banner to CW for storage at Corby SS
* Send Photographic Backdrop to CW SS
* KN to ask UK if they want to collect Display boards KN

1. Sharing (images and films)

* Send Guest email to SS for circulation JC
* Compose and send Branch email CW

1. Sharing speeches

* Put Alan McKinnon on Slideshare CW
* Put SPH speech on Slideshare CW
* Format DC/WiLAT messages as videos for sharing JC

1. Press Release JC

* Liaise with UK on UK and international titles JC
* Share with branches CW
* Liaise with AK on Focus article JC/CW

1. Thanks

* Savoy SS
* IVPs CW
* Steven Taylor CW
* DC /VK CW
* Nlaliban / Usman CW

1. Plan to year end and beyond meeting 20 November ALL

* Campaign
* Member Stories
* Website
* Social Media channels
* Other
* Dato

**Lessons Learned**

Event worked well without HRH. Guests relaxed and team able to concentrate on task in hand

Staff on room door to manage early arrivers

Greater detail up front re broadband – type, speed, reliability etc to minimise Facebook Live issues

Event pitched at right level, consistency of brand and centenary message throughout decoration, displays, presentations, film, videos and speeches.

Event well planned and aside from Broadband issues affecting Facebook Live everything ran smoothly on the day.

Team worked efficiently together throughout planning, design, production and implementation stages

Room layout worked well and use of space was good