



Hosting a D.T.C. Meeting

Aide-memoire / Check-list

- 11.0 **COMMITTEE MEETING**
- Coffee / tea and biscuits on arrival
Separate room if possible
(Some host Associations also lay on something of local interest e.g. a guided town trail or museum/ gallery visit for non-committee members who arrive early. This is at the discretion of the hosts)
- 12.30 **LUNCH** (target price, currently, £6.50)
- 14.00 –15.45 **MAIN MEETING**
(sometimes followed by tea /coffee but optional)

Host Associations often organise a raffle to help boost their funds.

They also often mount a display of photos, memorabilia and gifts from their own Twinning which gives added interest for visitors.

Please provide the following to the DTC secretary in good time for her to include it with the meeting notification and agenda when it is mailed (a month before the actual date):-

- details of the proposed menu and
- directions how to reach the venue