

## Centre & Event Manager Update – 21<sup>st</sup> March 2017

Moving in: All tenants have now moved in and are trading. Our regular hirer of the treatment room took her first clients on Thursday. Our first Gallery exhibition is now in place and adverts for subsequent exhibitors have been circulated locally.

Bookings: Two Business Gateway workshops in the half hall at a commercial rate and RSPB have booked half of the hall in June for a full day.

Advertising: I have booked the stand at the Highland Wedding Show in September. I am working with all of the tenants on a two-page editorial and advert for the Heb magazine which will be out at the start of the season. We will also be stocking the magazine here at TNM. This advert will also go in the De Tha Dol and I am sending it as a press release to the Stornoway Gazette and events. All events will be promoted by the Tourist Information Centre from the 1<sup>st</sup> April.

Recruitment: Cleaner position for the centre has been filled. Contracts and Job Description, Risk Assessments, Cleaning Schedules etc. all in place and supplier of consumables set up. HIE are considering supporting us with a Graduate Placement for a year. The need identified by staff is marketing and I have drawn up a brief of the likely tasks and goals that we would be setting applicants for the post.

Training: Basic Fire training has been conducted for staff, tenants and volunteers.

### Merchandise

- Joceline is finishing our design commission this week so we can order mugs and coasters.
- I have placed an order with Buth Bheag for large candles and diffusers up to a value of £300.
- Our bespoke Niseaboist soap is going through safety registration and should be with us in 6-8 weeks.

### Marquee

The main supports for the Marquee are currently stored along the side of the building which could be a hazard if we need to evacuate. Can the marquee be erected as soon as possible?

### Events to Date:

- The Grump 23<sup>rd</sup> February: 21 tickets, payment to HebCinema £30, Profit to the Trust £91.65
- The Defibrillator fundraiser made £2,562.90 profit. Lucky2Bhere have asked if we would like to a second machine at the Golf Club (a further £700 donation is requested to secure this)
- The Jungle Book 18<sup>th</sup> March

### Upcoming Events

- Deep Water Horizon 23<sup>rd</sup> March
- Surfers Against Sewage Beach Clean at Niseaboist with the North Harris Trust on the 4<sup>th</sup> April
- Puppet Animation Festival Performances at 2pm and 6pm on April 7<sup>th</sup>
- "HoRo" performance 27<sup>th</sup> May
- Midsummer Ball 23<sup>rd</sup> June
- Opening Ceremony: Date and format TBC

### NHS Western Isles Health Promotion

On Wednesday I met the health promotion team I would like to have a health awareness month very year on a theme. We have suggested Cancer Awareness in October. They can help with resources and advice.