

## Commercial Manager Update – 9<sup>th</sup> November 2017

### **Updates Talla na Mara**

#### **Bookings this month**

- Thig a Chluich on 9<sup>th</sup> was very well attended and is likely to be a regular event
- Another successful Pensioner's lunch (now renamed Lunch Club) this month including an archive film screening from the area. Next year lunch club will be on the first Wednesday of every month.
- NHS Western Isles have booked a Health Awareness roadshow next week
- Lots of new enquiries for weddings in 2018 and 2019

#### **Opening Event:**

##### **Day before**

- Volunteers arriving at 6pm to set up
- Volunteer needed for small DIY jobs

##### **On the day**

- 11.30am Ben Fogle arriving in Stornoway
- 12.30pm Volunteers arrive
- 1pm onwards guests arrive MK to serve fizz, a dram or non-alcoholic drink in the Gallery
- Geoff Calvert piping as people arrive
- When everyone has arrived, the ribbon will be held each side of the canopy to be cut. Guests watching from inside the gallery and press outside.
- 2pm Anna introduce Ben and Alex Passmore to cut the ribbon, Ben and Alex to say a few words (Mark is sending Ben the press release so he is prepared and Alex will say a few words in Gaelic)
- Murdo to give a speech on behalf of the Trust
- Drinks and canapes in the Gallery.
- Tour of the building offered-directors
- 3pm – 7pm Tea and baking in the main hall. Also, information about the Trust, the build and funders and a children's table. Informal local entertainment to include music, song and poetry. Archive films of the area will be played on a screen. Also, waiting for confirmation from the Highland Dancers and the Harris Choir.
- 7-8.30 HoRo
- Ben presented with gift  
(Glass Art of the view from Taransay to Harris made by Hebridean Design Company)
- 8pm Bacon Rolls tea and coffee served in the gallery
- 8.30 – 9.30 To be confirmed(!)
- 9.30-11pm HoRo

##### **Help requested**

- Volunteer needed to look after Ben throughout the day
- Volunteer needed to take Ben to Harris Hotel at the end of the evening
- Volunteer needed to help direct the photographer
- Volunteer needed to take Ben to Stornoway for Saturday's flight leaving at 1.15pm

## Expenditure for the Opening

Flight Manchester to Stornoway	£	96.99	
Flight Stornoway to Glasgow	£	90.46	
Flight Glasgow to Heathrow	£	62.66	
Harris Hotel	£	90.00	
Present for Ben	£	85.00	
Food	£	1,900.00	
Decorations	£	17.18	
	£	31.99	Helium
Frames and delivery	£	129.00	
Copying	£	210.00	
Framed map	£	90.00	
Framed map illustration	£	90.00	
HoRo	£	900.00	
Second band	£	350.00	
Other	£	500.00	
Visitors book	£	47.95	
Flowers	£	100.00	
Soft Drinks	£	15.00	
Baking contribution	£	100.00	
			<b>£</b>
	<b>£</b>	<b>4,906.23</b>	<b>4,915.00</b>
Tesco sale or return 18 bottles prosecco	£	126.00	Not covered in the funding

## Christmas Events

- Open Gallery, exhibitor's submission forms now received
- 2<sup>nd</sup> December Family Fun Day including Santa's Grotto. (I have asked Tesco to donate a selection box as a gift for each child, awaiting response)
- 15<sup>th</sup> December and 21<sup>st</sup> December Christmas Night Outs  
Suggested split £5 to West Harris Trust, £20 to MK and £5 VAT with MK covering all costs and doing most of the work.  
MK have offered to promote a raffle for us (here and in Tarbert) and sell tickets ahead of the event.  
Suggestion: Buy items for a Christmas raffle
- 16<sup>th</sup> December Christmas Craft Market – lots of stalls booked in, sales and demonstrations booked
- 23<sup>rd</sup> December Heb Cinema screening for children of "Saving Santa"

Suggested budget for Christmas decorations £200

## Other Updates

- The poem for the windows in the main hall is ordered and should be fitted in time for the opening.
- Grit bins have arrived and the contract with council for gritting has been confirmed
- Cigarette bollards have been ordered for the paving in front of the front door