

## Centre & Event Manager Update – 24<sup>th</sup> January 2017

Advertising: Events have offered a full page colour advert plus editorial in their February Wedding Special for £526.50 we could possibly share the cost with the restaurant. We are still looking for businesses to share the Scottish Wedding Directory Advert. We are also considering getting a stand at the Highland Wedding Show in September. I have agreed with the restaurant that this sort of promotion of the wedding business would be a joint venture. TNM now has Facebook page and in less than a week we have 409 likes and our twitter went live yesterday, I have booked a one-on-one marketing consultation with Orbit Agency next week.

Weddings & Conferences: One more enquiry for 2018 for a ceremony only and an enquiry for a conference. We are putting together conference packages with Hotel Hebrides to include reduced rate accommodation out of season. I am also pricing brochures for weddings and conferences.

Recruitment & Training: We will have a joint recruitment open day with the restaurant on Saturday 18<sup>th</sup> between 10am and 4pm. We are advertising this in the next De Tha Dol. This will include looking for applicants for the cleaner's job and signing up extra volunteers. I have submitted all of the volunteer forms to the Volunteer Centre for an Excellence in Volunteering Award. There will be a staff and volunteer training day before the restaurant opens on March 6<sup>th</sup>.

### Merchandise

I am working with Joceline on some ideas for the merchandise and getting quotes.

### Funding applications

We should be getting a decision from the Cycle Scotland application next month. The application for the bi-lingual signage from Bord na Gàidhlig went in on the 13<sup>th</sup> January and we should hear next month if we have been successful. I have a Stornoway company providing a quote for producing the signage.

### Furniture, Fixtures and fittings:

- The oven is expected to arrive at TNM on the 6<sup>th</sup> of February
- The tables have been ordered and should arrive end of February.
- The Office furniture has been installed.
- The chargepoints are being installed on the 15<sup>th</sup> February.

### Events

- Housewarming Party 17<sup>th</sup> February 2017: The community and everyone involved with the project have been invited to the Housewarming Party. We have asked some local musicians to provide a little live music.
- Restaurant Opening Event: 3<sup>rd</sup> or 4<sup>th</sup> March - Formal ticketed event with three-course meal, entertainment and bar. I have suggested profits go to the Defibrillator fund.
- Opening Ceremony: BF is not able to commit to any dates around the opening and I am waiting for Julie Fowlis to confirm a date in April. I have made an appeal on the Eachdraidh na Hearadh and Isle of Harris Facebook page for old photographs for our exhibition and will also advertise in the De Tha Dol.

### Policies etc. for approval

- Accessibility Statement
- Gaelic Policy