Guild of verger's 2013 Canterbury Province Festival St Albans

- Book Venues
  - cathedral
  - Place for robing and registration
    - guild shop
    - tea and coffee loo
  - hall to eat in
  - accommodation
  - tourist board
- Meal Organised
  - caterer
    - menu
    - seating plan
- Fix Costs
- Advertising
  - march and June magazine
  - training confrence
- Tours Arranged
- Order of Service
- Welcome Team Trained
  - check list
    - luggage Labels
    - badges colour code/ t shirt
- Event
  - photo forms
- list of key people
  - cathedral
    - liturgy
    - tour
  - robing
  - caterer/bar licences
- Sponsorship
- Verges + Plate
- database
  - badges
  - ticket