

Big Apple Cider & Perry Trials

TASK	Skills needed/Who	TIMELINE
Order engraved trophies every 3 years		
Decide final format of current year's trials; review format, rules and policies	Committee	January
Decide opening and closing dates for applicants	Committee	
Send email message to previous entrants and potential entrants detailing the arrangements inc. opening and closing dates for entry	Knowledge of Mailchimp	
Set up entry forms on website – create 2 new events: 1. main event and 2. for novices. Test form in-house	Website admin.	
Make entry form available on website inc. rules of the competition, opening and closing dates for entries, info about sales tables and priority booking	Website admin	February
Create sales table application form on website	Website admin	
Check early incoming entries for possible anomalies in the forms or pages and correct where appropriate	Website admin/admin	
Arrange for social media announcements that Trials are open and keep updated	Communication with SM lead	
Check for Sales table application and run ballot if space available	Admin	March
Monitor Trials applications	Admin	
Check stationery: numbered sticky labels, entry luggage labels and rubber bands, coloured card for certificates	Admin	Early April
Food for trials entrants		
Volunteers for trials day	Vols team	1 st week April
Retrieve trophy base from previous year's winners	Admin	
Organise person to make presentations	Committee	
After closing date create list of entries in each class	Admin	Weekend before Trials
Determine no. of flagons/labels, etc. needed	Admin	
Wash flagons	Crew	
Set up spreadsheet for recording votes from the entrants' names and entries	Excel spreadsheet	
Email all entrants confirming entry, times on the day and any other last minute info.	Mailchimp/email	Week of Trials
Ensure sufficient flagons washed	Crew	

Locate glasses for tasting (wine & shot glasses) and ensure cleanliness	Admin	
Print voting slips and cut up	Admin	
Print entries 1 sheet per entrant for checking in	Admin	
Sort entries into alphabetical order by name of cider maker	Admin	
Attach voting slips with paperclip according to classes entered	Admin	
Print entry number labels (for anonymising entries, 3 numbers for each entry – label, demijohn, flagon)	Admin	
Set up hall – tables, etc.	Crew	Evening before
Receive early entries (by prior arrangement only)		
Replacement demijohns to hall	Crew	
Take all paperwork, glasses, equipment to hall	Trials team	
Receive entries	Trials team/vols.	On day
Copy of rules, voting times, spare pens, etc.	Admin	
Print Class notices for tables	Admin	
Process entries – numbering on label, flagon & demijohn	Volunteers	
Decant entries to flagons	Volunteers	
Hide demijohns from view on stage	Crew/Vols	
Bottled classes: numbered on each label and each bottle	Volunteers	
Labels used to create spreadsheet entries for each class	Excel spreadsheet	
Complete spreadsheet and check	Excel spreadsheet	
Record voting slips on system and tick off	Excel spreadsheet	
Calculate scores and print certificates for 1 st , 2 nd , 3 rd place + Champion Cidermaker, Champion Perrymaker and Best Product	Excel spreadsheet/ Word template (Admin)	
Print list of results to display on window for entrants	Admin	
Update website with results	Website admin	
Re-arrange hall for ready for Blossomtime	Crew/Vols/ trials entrants	
Replace labels on demijohns	Crew/Vols/ trials entrants	
Print notice of top ten makers to display at Blossomtime	Admin	