

**BUXTON TOWN TEAM  
PROJECT PROPOSAL FORM**

**1. Name of Project: Festival Guides (initial trial)**

**2. Brief Description:**

Provide informed members of the Town Team (or other volunteers willing to become members) at one or two strategic points in the town to direct visitors to places of interest in the town and provide other local information.

**3. Aims:**

To enhance the visitor experience by ensuring that they find their chosen destinations.  
To suggest visits to key features and parts of the town which they might otherwise not see.  
To maximise "Visitor spend" by introducing them to events and shops which they might otherwise miss.  
To extend similar help to local residents who need and request such guidance.

**4. Detail of what is involved:**

- a. Preparation of a timetable of opportunities for volunteers;
- b. recruitment of guides to provide the service;
- c. preparation of a volunteer brief and a pack of up to date information;
- d. provision of Town Team identity – jacket or sash and possibly umbrella;
- e. delivery of service by the volunteers;
- f. some supervision;
- g. assessment of scheme's success, production of a report and decision about future repetition.

**5. Alternatives Considered:**

Temporary signposting – rejected because it is more work and more expensive.

**6. Timescale:**

The service would be provided whenever volunteers are available during this year's Buxton Festival from Friday, 5<sup>th</sup> July, to Sunday, 21<sup>st</sup> July 2013.

**7. Expenditure:**

This is dependent on what Town Team identity items are provided. They should be available for further use in similar projects or for the Spring Fair.

**8. Income:**

None expected.

**9. Other Organisations:**

Additional individual volunteers might be recruited from the membership of other stakeholder groups within the town. No official support would be sought from other organisations.

**10. Funding offered from elsewhere:**

None.

**11. Project Team Leader: Michael Bryant**

**12. Other Project Team Members:**

To be confirmed.

**13. Skills Check:**

Project management – Mike Bryant  
Tourist Information – it would be helpful if another person could assemble this in advance of the

project.

**14. Success Criteria:**

Numerical record of visitors (or groups) spoken to.

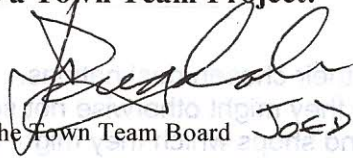
**15. Any other Relevant Information:**

If this scheme is repeated in the future it may be possible to issue postcards requesting feedback and possibly provide a base in the form of a gazebo with leaflets available.

**Adopted as a Town Team Project:**

**Agreed Budget: £250.**

**Signed by**



**Date: 15/05/2013**

On behalf of the Town Team Board

JOE UDDALE.