



Circular **062:19**

Date: Thursday 29th August 2019

Subject: Flag stands replacement

Attention: All

Action: Immediate

Circulars are available at: <http://lifesaving.org.nz/lifesaving/lifesaving-operations-circulars/>

Due to the current condition of our flag stands, we have an opportunity to replace a total of 46 flag stand covers for our clubs.

The email below indicates some relevant dates and we will be in touch to establish the location of the drop offs to avail of this offer.

Warm regards

Alan Gibson

Operations Manager

Surf Life Saving Northern Region

Good Afternoon Alan,

Fantastic news! TSB has agreed to go ahead with the replacement to the Vinyl flag stand cover.

To get moving along with this project and ensure the flag stands are returned to clubs in time for the upcoming patrol season we have come up with the following timeline:

- **19th August to 19th September**
 - o Collection of flag stands over a 4 week collection period to be delivered/dropped off to a designated sign-writer within the area of each surf club.
- **19th August – 31st August**



SURF LIFE SAVING®
NORTHERN REGION

3 Solent Street, Mechanics Bay, Auckland 1010
PO Box 2195, Shortland Street, Auckland 1140
T 09 303 0663
www.lifesaving.org.nz

- Printing of vinyl covers and distribution to assigned sign-writers for assembly onto frames.
- **30th September**
 - Target date to have all frames completed with new vinyl.
- **30th September – 15th October**
 - Collection of fully assembled stands with covers to be delivered back to clubs.

At this stage, Smudge Design is to come back to me with each club assigned to a local signwriter for stands to be assembled with the new vinyl cover. This is an attempt to localise the installation of the vinyl covers to ease the logistics of this project. Once I have the clubs with their assigned signwriter which I can expect from Smudge on Monday we can begin the **collection and delivery of the flag stand frames to each sign-writer with a target completion of 19th September**. From the completion of collection and delivery, we have allowed until the target date of **30th September to have all frames assembled with the new vinyl cover**. With the completion of the assembly, the flag stands may then be **collected and returned to the clubs over the two-week period of 30th September – 15th October** in time for patrol season.

In terms of the number of covers for each club, can you please indicate the **number of pairs of required per club on the attached file by 1 PM MONDAY**? This will allow the correct number of covers to be delivered to each signwriter for the assembly.

Once I have the assigned signwriters to each club from Smudge, I can send this out to please begin the process of collection and delivery.

Please let me know if you have any questions, and thanks for your help in this project ☺

Cheers,

Toby Parsons

Account Executive