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**Full Council Meeting**

**Date: 28th August 2026**

**Number: FC068**

**To consider the proposed quotes for the 2026 Cuckfield Calendar**

**Introduction**

Last year, we ordered 200 calendars with envelops, but sales were lower than expected. We still have around 50 envelops. Feedback also highlighted that the space available in the daily sections was too limited to write on. To address this, we have explored printing the calendar in A3 size, which would provide the additional writing space required. Although we compared prices with other companies, their products were more expensive and did not offer the same level of usability as Colour Calendars.

This year, I have also reached out to Holy Trinity Primary School to propose running a photo competition. The idea is for students to submit photos for consideration to feature in the September and October pages. This initiative not only encourages community involvement but may also boost calendar sales within the school community.

**Colour Calendars Pricing**

Colour calendars are the company that we have used over the past couple of year. The only way to get more space for writing in the dates is to go up to A3 in size.

100 x A4: £527.36 with envelope

100 x A4: £478.13 without envelope

100 x A3: £1013.08 with envelope

100 x A3: £917.08 without envelope

**Recommendation**

# A budget of £700 has been allocated for producing the Cuckfield Calendar this year. The final decision on the calendar size rests with the Council, taking into account both cost and usability.

# Name: Kate West

Title: Communications & Admin Officer

Date: 21th August 2025