WARRANWOOD PRIMARY SCHOOL

2013 SPRING FAIR

TICKETS

CLASS STALL NOTES
Spring Fair 2013 – Stall Information Folder

<table>
<thead>
<tr>
<th>STALL:</th>
<th>TICKETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS:</td>
<td>PREP DC</td>
</tr>
<tr>
<td>CLASS REPS:</td>
<td>Jenny Brown, Jo Kinnane</td>
</tr>
</tbody>
</table>
| STALL LOCATIONS: | - Main booth near office door  
|              | - Second booth on basketball courts near rides |
| VOLUNTEER NUMBERS: | 5 PER HOUR    |

**Folder Contents:**

The following information is contained with this folder. You will need this folder in the lead up to the Spring Fair and also on the day of the Spring Fair.

All stall volunteers can view a soft copy of this folder’s content on the School Website via the Spring Fair section.

- Pre Fair Duties
- Roster
- Roster Preference Template
- Class Stall Roster Sheet Template
- Duties for on the day of the Spring Fair
- Money Handling Instructions
- Pack up Notes
- Waste Removal and School Suitability Policy
- Spring Fair Stall – Feedback Form
TICKETS

Your stall will be responsible for:

- Handing over pre paid wristbands to customers with proof of purchase
- Selling wrist bands for purchase on the day
- Selling individual tickets

PRE FAIR DUTIES

ROSTER:

As class reps, your first item of responsibility is to coordinate filling your class stall roster for the Spring Fair day. This will involve you collecting the returned “Roster Time Preference Sheets” from your teacher every couple of days after they have been distributed.

It is important to stress to your class families that the more people that assist on the day the lighter the load for all. This allows everyone the opportunity to enjoy the day.

The following provides a guide to how you can coordinate this activity:

1. Week Commencing 16th of September the sheet (contained in this folder) titled ‘Spring Fair Roster Time Preference’ will be photocopied by the office and then distributed to each child, in each class by the class teacher.
2. Families are required to fill in their preferred times and hand their preference sheet back to your teacher no later than Friday the 18th of October.
3. You will need to regularly check with your teacher to collect these preference sheets.
4. You will also need to actively follow up and remind families to return these forms. You may like to call families using your class contact list to follow up any late / absent replies or put out a class note or letter asking for them to fill in and return their lists – first in gets first choice of times.
5. Once you start collecting the preference sheets you will then start building your roster for the day. Use the template in this folder titled ‘Spring Fair 2013 Roster – Tickets’.
6. We suggest your final roster is posted on your class door / window no later than Monday 21st October (this will depend on the number of replies you have had).
7. Take your final roster to the office for copying. This final roster will then be distributed to each child in each class in their communication pouches by teachers and YOU WILL NEED TO POST A COPY ON THE CLASS ROOM WINDOW.

Items to consider when filling your roster:

- The first shift is to help set up the stall. At least one class rep should be in this team as you will have the stall folder containing all information needed at the stall.
- For this stall you will need 5 volunteers per hour
- The last shift will assist with pack up.

It is very important that each change of shift passes on any necessary information for the effective running of the stall.
Spring Fair 2013 – Stall Information Folder

On The Day

Your stall will be located in two places. One location is under cover near the office front doors and the second is on the basketball court near the rides in a booth.

Your stall needs to be ready for operation at 10:30 am as ticket wristband collection and sales start at this time.

The following information details the stall equipment, products and other materials you will need on the day to stock, set up and operate your class stall. Please be advised that the Spring Fair Committee has arranged the following items. Your role on the day is to collect, set up and sell your items / products.

Tasks:

1. Personal belongings of class reps/stall helpers may be stored in the staffroom.
2. Class Rep to report to your stall location at the front office doors and then bb courts.
3. Check that your equipment is at your stall. Use the following checklist:

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Action</th>
<th>Check Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trestle table x 1</td>
<td>Office front door</td>
<td>Sell wristbands and tickets</td>
<td></td>
</tr>
<tr>
<td>Booth (second location)</td>
<td>Basketball court</td>
<td>Sell tickets</td>
<td></td>
</tr>
<tr>
<td>Chairs from staff room x 5</td>
<td>3 at office and 2 at booth on bb courts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Collect your cash float from the office. You will be given an apron to wear that is used to hold and collect all money in and handing out of change.
5. The first shift can also collect the stall box/s ie: utensils / price lists etc from the office.
6. Return to your stall with these items and check them off against the below list:
### Stall box items:

#### TICKETS (At office)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Notes</th>
<th>Check Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table cloth</td>
<td>1</td>
<td>Put on table</td>
<td></td>
</tr>
<tr>
<td>Table skirts</td>
<td>1</td>
<td>Dress front of table</td>
<td></td>
</tr>
<tr>
<td>Pre paid wristbands documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wristbands</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tickets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tickets only for second booth</td>
<td></td>
<td>Tickets only for sale on BB court</td>
<td></td>
</tr>
<tr>
<td>Paper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage bags</td>
<td>5</td>
<td>Rubbish</td>
<td></td>
</tr>
<tr>
<td>Scissors</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black markers</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Price lists and blue tac</td>
<td></td>
<td>Put in visible location for customers to see</td>
<td></td>
</tr>
</tbody>
</table>

Once you have confirmed you have all your items as listed above move onto your Set up Tasks below.
Spring Fair 2013 – Stall Information Folder

Set Up Tasks

1. Set up table so you have three people at the table. You will need to set up one queue solely for VIP and pre paid wristband collection only and a separate line for individual ticket sales. As the demand changes throughout the day. You could have two queues for wristbands until 11.30am and then swap to two queues for ticket sales and only one for wristbands after that.
2. Dress tables with table cloths and skirts.
3. Have all necessary paperwork for people collecting pre paid wristbands.
4. Have individual tickets accessible.
5. Display price list for customers to see.
6. For booth on basketball court, stock with individual tickets only, wristbands won’t be for sale here.
7. Fair officially opens at 11:00 am.

Operational Tasks

Sign your roster where your name is when you have done your shift. You will go into a raffle to win a hamper as a thank you for donating an hour of your time on the day.

1. Pre paid wristbands can be collected from 10.30am. Tick the names off your paperwork when they have proof of purchase and put their wristband on for them.
2. Wristbands can be sold on the day and individual tickets (there is a deal on buying a “bunch” of tickets – check your price lists).
3. Ticket booth on bb courts needs to have ticket stock available so when stocks run low, one of the volunteers will need to go to the main ticket booth near the office and get more stock.
4. Display price lists where they will be visible.
5. LAST TICKETS TO BE SOLD AT 4PM.
6. Eftpos facilities are available – at this stage you will need to fill in credit card details on a form and these will be handed to the office who will process them at a later time.
7. Pass on any handover information to next volunteer shift.
8. Fill in your Feedback Form (included in your stall folder).
9. Place your feedback form in your folder and return your folder to the office.

Money Handling / Change Request:

- Any queries see Trish Faulkner or Brigid (in office) on the day.
- You will need to collect and sign for your cash floats from the office between 10.00am and 10.30am.
- Throughout the day, Steve Albon and Sue Dean will collect cash.
- No money is to be given to anyone but Steve and Sue.
- If your float needs collecting urgently, send a member of your team to the office. Place the surplus cash into one of your pre named Zip Lock Bags and wait for Sue or Steve to collect your cash.
- If you are running short of change send a team member to the office to request for Sue or Steve to arrange change required for you. Again, DO NOT take any cash away from your stall.
- Note: Customers with large notes, needing change can change these at the office window.
- When your stall is finished bundle your money up and place it in your labelled zip lock bag and wait for Steve or Sue to collect it from your stall.
**Spring Fair 2013 – Stall Information Folder**

**Pack Up Notes:**

- Pack up any leftover stock into your boxes, write it up in feedback sheet and take your boxes to the office.
- The second booth on bb courts needs to be moved to gym – see Chris Hall if having trouble.
- Ensure your cash floats have been collected by Steve or Sue (see cash handling notes above)
- All furniture, power cables or stall appliances can be taken to the gym.
- Don’t forget to any personal belongings.
- Fill out the stall feedback sheet in folder.
- Hand folder back to office.
- Don’t forget to hand your initialled roster into the office so all volunteers that helped can go in the draw for a hamper to be drawn Monday morning at assembly.

**Waste Removal in accordance with School Sustainability Policy**

- All rubbish must be disposed of at close of your stall
- Separate all rubbish. One bag will be Cardboard, Glass and Plastic recycling together. The other bag is for food waste and general rubbish.
- You are to dispose of the above waste in the correct wheelie bins located around the school oval and school grounds office.

Thank you all for your help and support in making our fair a successful fundraiser for the school.
Feedback Form: Spring Fair 2013 – Class Stalls

NAME OF STALL: ____________________________________________________________

CLASS REP NAMES: ________________________________________________________

Did you have enough tools / equipment?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

If not, what additional tools & equipment did you require?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

What time did you sell out of items and close your stall?

__________________________________________________________________________

What was successful and what sold really well?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

What was left over (if anything) or was difficult for your stall?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

What feedback do you have for future years and general comments?

__________________________________________________________________________
__________________________________________________________________________

Place this feedback form in your folder and return the entire folder to the office at the end of the day.

THANK YOU FOR YOUR HELP AND CO-OPERATION.
Spring Fair 2013 – Volunteer Roster Time Preferences

You have been sent home this sheet to enable you to select your preferred time to volunteer your assistance on our Class Stall for the 2013 Spring Fair being held on Sunday 27th October 2013.

We are asking that all families do their best to volunteer at least 1 hour of their time to our stall on the day.

Without the help of many, it means the load is carried by only a few. We want everyone to be able to enjoy the Spring Fair and spend time with their families so we urge you to make yourself available. Your School Spring Fair Committee and Class Reps have already put in a great deal of effort prior to the day to ensure the smooth running of our Schools Spring Fair which is our major fundraiser.

Please return this form to your class teacher no later than Friday the 18th of October. Your Class Reps will work over the weekend to compile the final roster. Preferences received early will be given priority of time slots.

The final roster will be sent home Monday the 21st of October and also posted on the class window.

<table>
<thead>
<tr>
<th>Stall Name:</th>
<th>TICKETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Reps:</td>
<td>JENNY BROWN, JO KINNANE</td>
</tr>
<tr>
<td>Your Name:</td>
<td></td>
</tr>
<tr>
<td>Your Contact Phone Number:</td>
<td></td>
</tr>
</tbody>
</table>

List three preferences for time you can volunteer. Place a tick against the time/s you can be available.

<table>
<thead>
<tr>
<th>TIME</th>
<th>Preference 1</th>
<th>Preference 2</th>
<th>Preference 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00 am – 11.30 am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This includes set up</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.30 am – 12.30 pm</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>12.30 pm – 1.30 pm</td>
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<tr>
<td>1.30 pm – 2.30 pm</td>
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<tr>
<td>2.30 pm – 3.30 pm</td>
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<tr>
<td>3.30 pm – 4.30 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This includes pack up</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please return this form to your class teacher no later than Friday the 18th of October
Thank you for your support!
Spring Fair 2013 – Class Stall Roster

Spring Fair 2013 Roster – Prep DC

TICKETS

Class Reps: Jenny Brown, Jo Kinnane

The following is our roster for the Spring Fair on October 27th based on your availability. Any questions please see your class reps.

<table>
<thead>
<tr>
<th>TIME</th>
<th>NAME</th>
<th>NAME</th>
<th>NAME</th>
<th>NAME</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00 am – 11.30 am</td>
<td></td>
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<tr>
<td>11.30 am – 12.30 pm</td>
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<td>12.30 pm – 1.30 pm</td>
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<td>3.30 pm – 4.30 pm</td>
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</tr>
</tbody>
</table>

- First shift includes setting out your stall (tables, etc will already be in place).
- Last shift will help with pack up and making sure Feedback form is completed.
- Please see your class reps if you have any roster questions as they will be doing their best to fill the roster for your class. Any help is greatly appreciated and ensures a smooth running stall allowing everyone to enjoy the day.
- Have this roster at your stall on the day. As volunteers finish their shift they are to initial next to their name on the roster above. All volunteers who worked will go in the draw for a hamper as a thank you for their contribution of time on the day (drawn at Assembly on Monday 28th October).