

Winter Fair Preparation

Meeting date: 30th November 2023

Attendees: Nonia, Ese, Sahra, Saba, Rosie, Karen, Ken, Hannah

Whole Fair Considerations

- Prepare Floats all FoW stores – Ese and Sahra to speak to the school office, and prepare floats, Hannah to bring in boxes for all.
- 15 x Tables to be requested from school – FoW can set up if they are available.
- **Can we park a car in the school car park from 2pm?**
- Will school be able to provide bins and brooms so that we are able to leave the hall clean?
- Some further stalls may join – will have confirmation on numbers by 05.12.2023
- Text stall owners with details – to bring their own float and £20 cash on the day for table hire.

Stall	FoW Adult	Equipment Required	Preparation Required	Signage
Tombola	Hannah	Raffle tickets Float Sellotape Box of tickets.	Fold tickets and have somewhere to discard	20p per play
School uniform shop	None available – ask school adults.	Uniform out on tables.	Ask Inji and Sarah if school would like to set up a table of uniform.	“School uniform shop”
Human fruit machine	Hannah	3 x blind folds 3 x boxes Fruit x 3 Sweetie prizes Bell	3 x chairs and table.	50p per play
Food stalls	Sahra and Saba	Plates Forks Napkins	Some cooking to be done at home and brought on the day Collect any donations from school office on 07.12 Set up tables Crockery	Blank – to be written on the day
Bric-a-brac sale	Annie	Price tickets Float Items for sale	Collect any donations from school office on 07.12	Blank – to be written on the day
Books; children/adults	Ken To as Jay	Books for sale Float	Books laid out!	Prices from 50 p - £1 – ask Ken!
Ebay Stall	Nonia	Collect auction items from office on the day.	Collect any donations from school office on 07.12 Means of collecting silent bids on the day, plus contact details. Afterwards – to text ‘winner’ and direct towards collection TOMORROW from school office.	Auctions! Place your bids.

Pop corn - hot chocolate?	Rosie & Ese	Cups Paper bags Hot chocolate Milk Dairy alternative Popcorn Oil Icing sugar Salt	Hot chocolate and popcorn to be made on the day. Seek whether we have access to the kitchen.	Hot Chocolate - £1 Popcorn bag 50p
Father Christmas	Karen and Aurelie	Candy canes x 100 Decorations	Check with Mr McCullough	Charge £1
Nail bar	Sarah/ Jay	Nail painting equipment – glitter and polish Cotton wool.	Saba has the nail equipment?	Glitter nails - £1

Stall Hire

Name	Stall	Contact details
Leanne	Cakes and gift cones.	07930 872932
Bianca	Gifts – baths, beauty	07472 717311
Gerda	Candles and craft	07774 613603
Felicia	Gifts - make up and skin care	07472 717311

Any other Business

- January -to think about how we might start to spend some of the FOW funds raised.
- Meet with the teachers to see where funding might be directed
- Meet with the school councillors to see what pupils would like money spent on?
- Claire Ejiogu asked how FoW might use the WhatsApp groups to distribute more information such as all school letters etc.
- Rosie passed on that setting up as a CIC is complex in terms of having a chair etc, so advised that a charity is the best option, as this would involve only having a chair, and we are unlikely to ever hold over £5000. To revisit in January.