

2019 WEST HILL FETE
Saturday 29th June 2019

Role	MAIN ACTIVITIES	Volunteers (name and contact details)
Co-ordinator	Project co-ordinator. Arrange drinks licences, liaise with everyone	
Treasurer	All money matters – arranging payments, arranging floats on the day, collecting the cash	Nicky Dew
Communications	Arranging publicity; updates in newsletter, noticeboards; liaising with sign makers; organising the poster (liaise with school for picture); signage; programme	
Raffle	Arranging raffle tickets, printing, getting prizes; arrange licences; arrange helpers on the day to sell	Fiona Hogan
Chocolate Tombola	Liaising with school to collect chocolate, tickets onto chocolate; arranging helpers for the fete; ensuring table is set up on the day	Marie / Zara
Bar	All matters connected to the bar; getting the stock, putting up tables and gazebo; selling on the day; arranging all help; taking everything down at the end	The Majors
BBQ	All matters connected to the bbq; getting the stock, putting up tables and gazebo; organising the bbq; selling on the day; arranging all helpers; taking everything down at the end	Dan Ulanowsky
Outside stalls	Contacting potential stall holders, agreeing their space on the field, ensuring they have necessary resources.	Joanna Bromley
Community stalls	As above, but for local community, including perhaps, Gardening club, Hospice Care, Tipton Cubs, Wasps Football, Church, Parish Council, Village Hall, Air Ambulance, Police Community Officers, etc	
Entertainment organiser	Arrange entertainment in the field, including Spin 2 (already booked), school orchestra, dance and gymnastic groups; agree timings and coordinate on the day	

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MC on the day	Compere on the day for all the events	Will Laitinen
Technical controller	All things electrical, including power to the stalls, microphones and music	
Doctors	On call doctors to be in attendance for the full day	
School representative	Liaise with the school in connection with the sponsored bounce; arrange for chocolate collection; responsible for ensuring school participation; ensuring access to the school. Arrange for the bouncy castle and blowing it up and down	
Class stalls	Arranging the different stalls, including school uniform give-aways, smoothie bike, cake stalls, games stalls. Arranging the helpers to attend on the day; arranging the tables and gazebos on the day, tidying up at the end	
Parking and traffic coordinator	Open up the tennis court for parking, ensure free movement of people and cars, ensure no blockages and sensible parking; organise some traffic monitors	
Front desk staff	Arrange the front desk, to sell entrance tickets and raffle tickets, arranging helpers	Clare Foster
Table delivering and gazebo putting up	Tables come from the village hall, the church and the Legion; these need to be collected and deposited around the field; and then reversed at the end of the day	
Helpers	We need helpers in the week leading up to the fete and on the day; simple tasks such as acting as runners, delivering drinks and supplies, and floats to stalls; rubbish picking up, general "helping"	

Please put your name and contact details in the relevant box and return the form to the PTFA mailbox in school reception by Friday 8 March. Or contact Scott Massie (massiejs@btinternet.com; tel: 0777 4637920).

If you can only spend 1 or 2 hours either beforehand or on the day, please add your name into the last box – and we will be in touch.