

# LFA PTA Summer Fete 2016

## Lessons Learnt

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It was a real success. All big and small people loved it!

The aim of this meeting is to find out how we can make it better next time. This should be done after each major events as a continuous improvement process.

1. All participants / volunteers should give feedback and share any suggestions and ideas. Ask for this in the next newsletter

## Planning

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2. Start planning earlier for all major events! I'd say a half term or so in advance. Be clear with class reps what we need.
3. Find Volunteers and raffle prizes in advance
4. 2 weeks is required to get the Alcohol license (cost £21). Usually is done by Priscilla (Jennifer's mum in Year 1)
5. Have a free ticketing system (e.g. Eventbrite) so we know roughly how many people will turn up and we can plan ahead for food etc.
6. Planned rotas and explain that they have to be respected
7. Any event has a project manager / coordinator even 2 if it is a large event
8. We will hold an Event Planning Meeting on Thursday 14 July to start working on the September and October events. It is open to all parents and carers. Please join to help us as a volunteer, or to share some ideas or just to be informed.

<http://www.ptalafontaine.org.uk/coming-events-2/>

Friday	30	September	Welcome to new families
Friday	21	October	Halloween disco
Friday	25	November	Mums' Night Out
Friday	2	December	Dads' Night Out
Saturday	10	December	Christmas Fayre
Wednesday	8	March	Cheese and Wine evening
Friday	17	March	Annual Science Fayre
Friday	31	March	Easter Egg Hunt
Friday	20	April	St. Georges Day
Saturday	22	April	Annual Garden Day 2017
Sunday	21	May	Sunday ramble
Wednesday	7	June	Quiz & Curry night
Friday	23	June	Mums' Night Out
Friday	30	June	Dads' Night Out
Friday	14	July	Bastille Day Tea Party
Friday	21	July	Annual overnight camping for La Fontaine Families

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## Coordinator role definition

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9. It can be any parents / carers. It does not have to be a PTA member
10. S/he is appointed in advance to allow sufficient planning
11. For large events, like the Summer Fete, 2 coordinators would be required. One will be responsible of food. And the other of the entertainment for instance.
12. Oversee volunteer roles and delegates through class reps and other committee members. Just as Sam did for this fair, she was brilliant!
13. Decide on prices with involved parties and based on previous events
14. Ensure that each volunteers are aware of the layout, what their stall involved and pricing
15. Have a pre meeting so parents have instructions for stall prices and know how to play games like the treasure map
16. Have no stall to hold so s/he can check on the that the event goes well
17. Ensure that the floats are ready the night before, distributes them or check that they have been given
18. Hand over the stall's posters (title, price, flag ....etc)
19. Ensure that the rotas are respected

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## Finance

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This event was also a success financially. Figures will be shared soon.

20. Prepare cash floats and lock in safe with float sheets the day before the event
21. Float of £25 were ok for most stalls – but for the Burger's one, more money is required up front, for instance £80 to £100
22. Floats should be distributed by the coordinator or Treasurer if he has no stall
23. Set a limit day to submit expenses e.g. 2 working days after the event.
24. Even if you choose to not have your expenses reimbursed, you should share them with the Treasurer so we know the true cost for next time
25. Ensure final count and all expenses are processed swiftly.
26. Review what stalls were most profitable and worth it – adjust price accordingly for next time if profit too low
27. Set budgets in future for expenses

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## Layout

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28. To gather food and drinks stalls
29. No one next to the DJ/Music (because of sound level)

## Stalls

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- 30. Stalls' poster (title, price, flag ....etc) should be bigger
- 31. Stalls' poster (title, price, flag ....etc) could be laminated so we can reuse them
- 32. Do proper rotas where possible so volunteer parents can enjoy the fete with their children
- 33. **2<sup>nd</sup>-hand Toys** – Lower the prices of second hand toys so we sell the stock rather than keeping it when space is an issue
- 34. **Bouncy castles** – make sure it is compatible with face painting
- 35. **Sweet Tombola** – let the children win after 4 or 5 attempts at sweet tombola so they don't end up crying and we can get rid of the stock
- 36. Kid's passport – they have been appreciated so would be recommended to have them for next time. But may be printed in colour.

## Shopping Wish List

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- 37. **Marquis** – it may be worth to purchase a proper marquis for coming events as the hall is not large enough with the new 60 families. The cost could be shared with the school. To be discussed further.
- 38. **Popcorn machine** – it is worth to purchase a decent one as it will reimburse itself within some few events.

## Misc

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- 39. PTA is sorry to hear that some volunteering emails have not been answered. This is due to some technical / process issues that are being addressed at the moment. We apologise for this and hopefully this will be sorted soon as your participation is key to make this school and the community around it a better one.

