

To All Parents

It's that time of year again when we need to start organising the Summer Fete. This year we have a few of the Sub Committee completing there last year and we are looking for people to take their place. Hopefully we can increase the number of parents on this committee to make lighter work. I need to ask you 2 questions.

Firstly, would you like to take a more active role in organising the fete and join the committee and secondly, do we still have the same parents acting as class reps.

If you could get back to me with your answers it would be very helpful. I'm not going to say that it's all plain sailing but actually getting involved in organising the event is very rewarding and the tasks that need doing can be as big or as small as you make them.

To give you an idea of a few of the things that have to be organised:

Arranging outside stall holders and attractions. We have a list of people that have taken stalls at the fete before and these people need contacting. We also have to organise the bouncy castle and ice cream man. Again we have the contact details for these.

Allocating the stalls to the classes. We have a list of all the stalls. These need to be allocated to each class in each year group. This is given to the class reps and they liaise with their class.

Begging letters for raffle prizes – sending out letters to people who would be willing to donate free raffle prizes. We have the letter and the list.

Organising advertisers for the programme and sponsors. Contacting local shops and businesses and asking if they would like to advertise. We have the advert sizes and prices available.

Liaising with designer of the programme, getting the information contained in the programme to them and then arranging the printing.

Organising the arena events during the day. Again we have a list of people we can contact to see if they would like to take part.

General roles, designing signs for donation days and putting up in time. Putting up signage to notify the community of the event.

Present buyers – sourcing the prizes and buying

BBQ – Organising a local club to run the BBQ, ordering the supplies

Donation Days. Being available for ½ hr after drop off to sort donations.

As you can see breaking the jobs down can make the job easier.

Please let us know by return if you are able to help. This is not only the biggest fund raiser for the school each year it is also the most popular, so it would be a shame if we were unable to put it all together.

Please contact the PTA via email [KestonPTA@gmail.com](mailto:KestonPTA@gmail.com) or Sue Lucas [suelucas@uwclub.net](mailto:suelucas@uwclub.net) or by phone on 07957 484684 if you are able to help.

We look forward to hearing from you.