[Year] [School] Fete

[date]

To organise a Fete, it takes the whole year to pull it all together. It takes time, energy, enthusiasm and donations by the school community and local business. This notice will outline exactly what the fete involves and where you may be able to assist or have a contact which will aid this significant fundraiser for our children of [school name].

Fellow team player of [school name] please take the time to read what is ahead for the school fete and be prepared. Everyone has something to contribute, whether it be their time, their baking skills, their craft skills, a donation of a prize, a business contact who could sponsor the school, or obtain disposable items (eg coffee cups etc…)

These are the stalls we are planning on having this year. We will need a convenor for each one:

**Planned Stalls**

* Jams & preserves
* Sweets stall
* Cake stall
* Hot chips/cheerios
* BBQ
* Nachos
* Café
* Drinks
* Gelati Bar
* Snow cones/fairy floss
* Under 8’s
* Tombola
* Lob-a-choc
* Lob-a-dunny roll
* Temporary tattoos
* Sample bags
* Rides booth
* Art Gallery
* Craft
* Plants
* 2nd hand books
* 2nd hand toys
* Fashion boutique
* 2nd hand DVD/CD
* Auction
* Multi-draw raffle
* Bar
* Sing Star booth

**Phase 1 – Term 1**

**Things to do:**

* Book rides
* Determine coordinators and plan of attack

**Help Needed:**

* Stall convenors
* Seek and obtain prizes (small & large) for auction and/or raffle
* Seek and obtain sponsorships – without these the fete will be limited in the amount of potential profit due to expenses involved (e.g. cost of rides)

**Contacts Wanted:**

* You may know someone who could provide sponsorship or prize/s or the goods below

**Goods Wanted:**

* Ice (a lot needed)
* Alcohol
* Plants
* Chips
* Cheerios
* Sausages/Steak
* Bread/Bread Rolls
* Other food items
* Disposable items
* Donations for craft stall – craft materials such as fabric, ribbons, moccona jars, lace, fabric, wool, cane baskets, Pringles tins, or business freebies/promotional items like pens, magnets, notepads, small boxes/containers. Any items that your Grandma, mother, mother-in-law, or neighbour can make that could be sold.
* Donations for secondhand stalls - If cleaning out your house consider donating any of the following items to the school: toys, books, clothes, CD’s and DVD’s

**Equipment Needed:**

* Marquees
* Commercial fryer
* Hot Box/Baine Marie
* Cold room
* Gas bottles
* BBQs
* Generator/s
* Trestle tables
* Chairs

**Phase 2 –Term 2**

**Things to do:**

* Collecting of sponsors
* Donating of prizes
* Craft stall – need to keep making items
* Secondhand items – please keep saving them

**Phase 3 – Term 3**

Now we really get going!

**What’s happening:**

* Fete Newsletter – starts in earnest
* Ride bands go on sale
* Advertising of Fete (late in term) in the community
* Design and printing of flyer

**Goods Wanted:**

Stock Drives (items must be a known brand name & check used by dates):

* Drinks stall: soft drinks/bottled water/juice
* Lob-a-choc/chocolate wheel: chocolates large & small
* Tombola: small prizes in zip lock bags

There is a class competition where a point is allocated for each item donated. The class with the most points wins a prize.

**Things to do:**

* Stall Convenors: seek volunteers to work on Fete Day

**Phase 4 – Term 4**

**Goods wanted:**

* Cake stall items
* Sweet stall items
* Café items: sandwiches, jam, cream

**Help needed:**

* Electrician
* Volunteers on day

**Things to do:**

* Distribution of Fete Flyer
* Stall Convenors- finalise roster of volunteers
* Set-up: [Date] start setting up & decorating stalls/marquees etc…
* [Date]: The Fete