**Winter Fair 2023 – stall list**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Stall name** | **Volunteers** | **Description** | **Charges** | **Equipment needed** | **Prize** | **Set up and Location** | **To do/ Notes** |
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| 15 |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |

Total tables required = Total adult chairs = Total child chairs =

Set-up volunteers (from 1pm on Friday afternoon):

HALL set-up:

1. Lay out tables and chairs for stalls as above
2. Floats out on to stalls
3. Signs on stalls in stands
4. Tablecloths
5. Signs to other stalls
6. Help Year 5/6 set up their things
7. Signs to and on toilets

LIBRARY set-up:

1. Tables and chairs where required
2. Floats on stalls
3. Signs on stalls

CLASSROOM set-up:

1. Tables and chairs where required
2. Floats on stalls
3. Signs on stalls

Last minute jobs:

1. Take a photo of all the stalls!
2. Set up Classroom as soon as it’s vacated.

**Wet weather plan:**

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| **Stall** | **Stall name** | **Revised Location** |
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