**Winter Fair 2023 – stall list FILLED IN EXAMPLE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Stall name** | **Volunteers** | **Description** | **Charges** | **Equipment needed** | **Prize** | **Notes and Location** | **To do** |
| 1 | Winter Café |  | FOOD and DRINKS | £1 / 50p per cake£1 hot drink | Tea, coffee, milk, sugar, cups, hot chocolate, spiced berry squash, napkins, spoons, serving stuff? | n/a | HALL |  |
| 2 | Chocolate Fountain |  | FOOD | £1 |  | n/a | DARLING  |  |
| 3 | Glitter tattoos |  | Glitter tattoos | 50p | xxx has all the equipment | n/a | DARLING CLASSROOM1 table2 adult chairs, 2 child chairs |  |
| 4 | Stamp your own giftwrap |  | CRAFT | £1 | xxx bringing everything | n/a | HALL near climbing equipment1 table2 chairs |  |
| 5 | Charm bracelets |  | CRAFT | £1.50 | Charms, cord, scissors, beads. All at school | n/a | LIBRARY1 tables and stools |  |
| 6 | Tea towels |  | Stall | £5 | Tea towels, list of orders, extra tea towels | n/a | CORRIDOR near library |  |
| 7 | Raffle |  | Raffle | £1 per ticket, £5 per strip | Raffle prizes, raffle tickets, box to draw stubbs, raffle prize list, pens. Xxx doing the draw at 4:45pm | n/a | CORRIDOR1 table, 1 adult chair |  |
| 8 | Coin drop |  | GAME | 50p for 2/3 goes | Tank, water, picture, coins, prizes, towels | Prizes – sweets and glowbands | LIBRARY1 table | xxx to supply coins?Towels!! |
| 9 | Adult Tombola |  | GAME | 50p for one ticket or £1 for 3 tickets | Prizes 2 in 10 chances to win | n/a | HALL2 tables |  |
| 10 | Children’s tombola |  | GAME | £1 for one ticket | Winner every time | n/a |  |  |
| 11 | Teddy tombola |  | GAME | £1 for one ticket | Winner every time | n/a |  |  |
| 12 | Blindfold Drawing |  | GAME | 50p | Paper, pens, blindfold, pegs, string | KS1 – prizeKS2 – prize | HALL1 table1 child chair | Put washing line on equipment. Pegs! |
| 13 | Reindeer Food |  | CRAFT | 50p | Ingredients, paper bags, stickers to close bags? Labels? | n/a | HALL1 table 2 chairs |  |
| 14 | Carrot game |  | GAME | 50p | Envelopes, choc coins, 50ps and £1s, vegan choc coin tree, wand, ribbons. | n/a | LIBRARY1 chair near tree |  |
| 15 | Name the Squishmallow elf |  | GAME | 50p | Toy, name sheet, pencils. Envelope with answer inside | Toy | HALL1 table, 1 chair |  |
| 16 | Secondhand books and blankets |  | Stall | 50p books£1 blankets | Books, snuggle blankets | n/a | DARLING2 chairs1-2 tables |  |

Total tables required = Total adult chairs = Total child chairs = 3 (for glitter tattoos and blindfold drawing)

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

xxxxx

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

DARLING 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 Darling Classroom as soon as it’s vacated.

**Wet weather plan:**

|  |  |  |
| --- | --- | --- |
| **Stall** | **Stall name** | **Revised Location** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |