19 June 2023

**SUMMER FAIR FOWSA MEETING**

**Attendees**: Claire Cowling, Suz P.C., Melissa Wylie, Sharon Turley

**Apologies**:, Vicky Connolly, Lou Gibson, Jamie Wheatcroft

**Agenda**: discuss where we are at with plans for summer fair

**Tombolas**:

Bottle Tombola: provided by mufti day. Use bottle caps instead of raffle tickets. Purchase address labels/print 5-500 in increments of 5 on them. To be labelled Friday before fair.

Choc Tombola: provided by mufti day. Need raffle book. Labelled and sorted Friday before fair.

Kids Tomobla: provided by mufti day – NO ALCOHOL. Need raffle book. Labelled and sorted Friday before fair

**Games:**

Adopt a Teddy: sorted Friday before Fair. Ping Pong balls numbered 1-10 in Christmas bag, laminate numbers

Bin Game: items from mufti/cupboard (only at 60ish at the mo), label items with raffle tickets (use the leftovers in cupboard), stuff tickets into envelops (in cupboard), put envelopes into bins

Duck Race: Vicky has purchased 24 water guns for prizes. Will go get more

Coconut shy: change to prizes. 1-key ring 2-bracelt 3-inflatable balloon

Unlucky Lucky Dip: Lisa still to purchase prizes. Will make jelly day before and bring day of fair

Envelope Game: Game was in the trees last year so move locations and try and hang like a washing line between gazebos?

Scavenger hunt: Cassidys to provide fruit basket. Pick up Friday before fair

**Stalls:**

* Inflatable: \*\*run by teacher\*\*: £1 a go or £5 for all day wristband
* Disco: \*\*to be run by a teacher\* : £1 for 5 minutes. Sharon to provide generator, husband’s business to donate petrol. Use spotify for music, Sharon to download appropriate playlists.
	+ Stall needs: a device to play music, a time keeping device
	+ Stall sponsored by Kirwans Castles & S.R.A. – put info on stall sign
* FOWSA: by entrance, to include info and our goods for sale
* DJ: Need to source music and device for Mr Grant (in past Mr W has used laptop/phone). Can we use play list from Bingo?
* Mocktails:
	+ Vicky chasing up possible donations from Tesco and Waitrose this week
	+ Just use plastic cups in cupboard (count how many we have)
	+ Use straws from cupboard if needed

**Volunteers:**

1. Teachers: 2 hour time slots, waiting to hear who has volunteered
2. All else: 30 min time slots
3. Family Night in Hamper to raffle off for non teacher volunteers
4. Each time slot worked equals one entry into hamper raffle
	1. Dominoes voucher, bottle of wine, beer?, pop, chocs, sweets, etc

**Set Up:**

* Inflatable by Schools Out Field
* Grassy area by junior classes: Milk Shake lady, BBQ, refreshments (inc candy floss), DJ
	+ Milk shake and DJ need outlets
* Disco in field somewhere as on a generator

**Further plan of action:**

1. **Suz** put volunteer list live on website
2. **Suz** : WhatsApp regarding: raffle tickets, jam jars, volunteer list
3. Need Parentmail to follow up to number 3
4. **Claire:** asking Ste to BBQ
5. **Sharon:** ordering raffle booklets for Kids and Choc Tombola
6. **Sharon:** check capacity for Disco, what is provided, obtain company logo
7. **Lisa:** purchase prizes for Unlucky Lucky Dip
8. **Vicky:** purchase more water guns
9. Shout out gone out to gen FOWSA group looking for a refreshment lead – we will provide full shopping list
10. Purchase and print address labels for Bottle Tombola
11. Look into possibly getting an updated FOWSA phone and/or MP3 player to use for future events
12. Signs need to be made for all stalls and laminated (to be done on Friday 30th?)
13. Each stall to have clipboard with list of volunteers/rules/pricing/prizes
14. Need a shout out list of all vendors donating goods/sponsoring stalls for Mr Grant for on the day and to make mention on social media
15. **ALL prizes/equipment for games needs to be in cupboard for this Friday, 23rd**

**\*\*POP UP SHOP FRIDAY 23RD: CANDY FLOSS (HAVE STICKS AND BAGS, CHECK SUGAR AMOUNTS, PURCHASE MORE, SORT VOLUNTEERS/MARKETING)**

In other exciting news: Melissa finally found the £ sign on her keyboard!!!!!