

Item	Organiser/Lead	No VolunTERS	Action	Location	Status
1) Games Splat the rat Table Pong Tail on Squirrel Key Box Tin Can Alley	Fledglings - Michelle Koldaiejske?	Evening before: X3 1st Shift 11.30-13.30 X5 2nd Shift 13.00-14.00 X5 3rd Shift 14.00-15.30 X5	Create Autumn Theme Animal	New Hall	Volunteers sign up on website - Activity guideline template to be prepared Need someone to do this
2) Tombolas Bottles and Sweets	Year 1 - Sandra Guerrero	Evening before: X2 1st Shift 11.30-13.30 X4 (2 per tombolas) 2nd Shift 13.00-14.00 X4 (2 per tombolas) 3rd Shift 14.00-15.30 X4 (2 per tombolas)	Speak to Mrs Matthews for ideas on sweet and bottle collections as it is thrift week	Year 1 classroom - Sparrows	Volunteers sign up on website - As it is Thrift week and dressed down all week - "Just" asking for Bottled and Sweet Jars donations Activity guideline template to be prepared
3) Toy Market	Year 3 - Lorena	Evening before: X2 1st Shift 11.30-13.30 X2 2nd Shift 13.00-14.00 X2 3rd Shift 14.00-15.30 X2		TBC	Volunteers sign up on website Activity guideline template to be prepared
4) Food BBQ	Year 1 and 2 - Matt Kirkpatrick <i>Simon to buy the food</i>	Set up in the morning @ 10am X3 1st Shift 11.30-13.30 X3 2nd Shift 13.00-14.00 X3 3rd Shift 14.00-15.30 X3		Courtyard	Volunteers sign up on website Activity guideline template to be prepared
5) Refreshments and Toffee Apples	Year 2 - Clare Wilmott	Set up in the morning @ 10am X3 1st Shift 11.30-13.30 X4 2nd Shift 13.00-14.00 X4 3rd Shift 14.00-15.30 X4 (2 per tombolas)			Volunteers sign up on website Activity guideline template to be prepared
6) Crafts	Year 4 - Annaliese	Set up evening before X2 1st Shift 11.30-13.30 X2 2nd Shift 13.00-14.00 X2 3rd Shift 14.00-15.30 X2		Year 1 classroom - Goldfinches	Volunteers sign up on website Activity guideline template to be prepared
7) Beauty and Beauty Tombola	Year 1 - Katie	Set up in the morning X2 1st Shift 11.30-13.30 X2 2nd Shift 13.00-14.00 X2 3rd Shift 14.00-15.30 X2		New Hall	Volunteers sign up on website Activity guideline template to be prepared
8) Stalls	Michaela			TBC may not be able to use Fledglings room	
9) Entrance & Raffle Tickets	Jen / Julie?	1st Shift 11.30-13.30 X3 2nd Shift 13.00-14.00 X3 3rd Shift 14.00-15.30 X3			Volunteers sign up on website Activity guideline template to be prepared
10) Tokens sell outside the New Hall	TBC	1st Shift 11.30-13.30 X1 2nd Shift 13.00-14.00 X1 3rd Shift 14.00-15.30 X1			TBC
11) Raffle	TBC		Need to speak to Claire - Donationsto be left in the office for Claire to pick up		
13) Parents donations Hamper and Toys			Class Reps to ask parents for donations Hampers and Toys		Dates and donations drop off to be confirmed
14) Marketing and communication			Hardings asked to sponsor - Advertised on Social Medias, Hoop, Leaflets to some nursery schools for prospective parents?		Hardings can't help us this time - Warren Properties may be able to help TBC - Leaflets and emails to be distributed (community boards, nurseries and maybe local newspaper adverts)
15) Risk Assessment	Matt Southgate		Jen to speak to Matt		Done
16) First Aid	Dave Wilmott?		Clare to confirm		TBC
17) Licences	Jen				Done
18) Golden Ticket	Matt Southgate		Jen/Cher to speak to Matt		Matt Southgate confirmed
19) Raffle Tickets			To be ordered by Jen		
20) Photographer	Clare and Cher				Max McBride confirmed and tickets on sale on website
21) Decorations	Jen		Teachers to decorate their rooms with Autumn scenes		TBC but will have to get autumn colours decoration- Tesco pumpkins sale on the 1st November
22) Container Check	TBC				Container check by SLM and JK on 19/10/19
23) Chairs in the entrance			Extra chairs needed		Day of the Fayre morning set up volunteers to be informed
24) Music/ Entertainment			Music from Windsor Boys Jen to ask) and Clara for Choir		Windsor Boys can't do it - Double check with Clara for Choir
25) Extra volunteers day before for Tombolas etc..					WIP
26) Programme			Programme to be created with floor plan and thank yous		WIP - Need to check flor plan as may be issue with Fledglings rooms

27) Decoration

Cher

Bird Feeders to be ordered and decorated by the pupils in place of the baubles

Cher ordered feeders - need to check who will provide extra material school or friends? Mrs Ribbins agreed to get feeders decorated but also need to check the waterproofing and if any extra help is needed.