**HOW TO ORGANISE A SCHOOL DISCO TOP TIPS**

• Take time at the beginning to put together a plan with timescales; it will change but will help you keep on track

• Be clear on who is doing what and when

• Usually 2/3 discos per academic year

**WHAT YOU WILL NEED**

• Somewhere to hold the event

• Food and Beverage ( see below in catering section)

• A DJ (needs to be able to do games and is used to entertain primary school age children as they get bored easily and some can’t deal with loud music)

• Volunteers

• Posters/leaflets advertising the event

• Decorations (see below)

• Bin bags, Sellotape, sponges, towels and paper roll, washing up liquid, A4 paper ( just in case) , black sharpie (just in case), matches ( in case there are none in the kitchen)

• Maybe a bag of Haribo Starmix as rewards for games (if DJ does some)

• Storage Box labelled “Disco” – Check Container as there should already be one there

**BEFORE THE EVENT**

• Agree a date with Mrs Matthews and confirm location (usually in old hall)

• Find a DJ: If hiring a professional DJ, you'll need to book them early, especially at busy times, such as the run up to Christmas or wedding season. Ask for recommendations from parents. If you're unfamiliar with the DJ, enquire about the playlist – after all, songs need to be suitable for the age group. If you're not using a DJ, check that any equipment you need is in full working order.

If you know someone creative that can create a poster for you, make sure you include what, when and where.

• Agree time for each disco. 3 Discos: 1 for Fledglings, 1 for KS1 and 1 for KS2. Fledglings disco is usually during school time and shorter. Make sure teachers and everyone is aware of it.

• Check staff will be able to help on the day as it helps with registering children, allergies etc…

• Check that KS1 can change in their class before the disco

• Make arrangements with Cuckoo club

• Check you will have health and safety covered ( First aider)

• Set up online payments making sure you ask for any special dietary requirements

• Advertise and start spreading the word on website, via whatsapp and FB groups (with help of Class reps) and via school email (with help of school secretary).

• Volunteers ( 10 to 15 ) – make sure you have enough helpers to support throughout the event: gather cakes in the morning, set up before the event (usually arrive at 1.45pm/2pm tbc with office), during the event and after the event to tidy up and count the cash. Friends website is usually used to organise and track volunteers – Setting up a temporary whatsapp group once the team is put together may also help for quick communication but you can email everyone via website too.

• Get reminder sent in last newsletter before the event (ask Jackie the week before – newsletter content usually need to be in by Wednesday COB).

• Get last reminder sent to Class FB and Whatsapp groups the day before the event.

• Get decorations for the room – Some buntings are in disco box in container - We used foil safety blankets in the past as cheap and cheerful

•You can also organise additional activities on the day where you can make additional money for the school including selling glow products, face painting, temporary tattoos, hair braiding etc. It is probably a good idea to presell these activities also so you know how much time it will take up and the resources you will need.

**ORGANISING CATERING:**

• While selling food at a charity event does not require a food hygiene certificate, good practice should be followed, and you can find more information on the Food Standards Agency website - www.food.gov.uk/ business-industry/caterers/foodhygiene/charity-community-groups.

• Decide what food you will provide. Squash, hot dogs and crisps in the past as value for money and Friends have use of the kitchen. Some hot-dogs companies ( Rollover based in Slough) also provided free hot dogs in the past. We also used value crisps from Bookers Cash and Carry.

• Make sure you have enough to cater for food intolerance and allergies (use booking report from website)

• You will need cups for drinks ( we tried to clean as much as we could during the event to save on plastic), paper towels ( we used them to serve hot dogs), ketchup ( about 4 large catering bottles from Bookers), washing up liquid, sponges, towels ( to dry dishes), matches ( in case there are none in the kitchen), bin bags, squash ( about 10 big bottles from Bookers or Aldi value of orange and blackcurrant), Jugs for the squash (about 5), knives

• Cooking oil for the special dietary requirements (to fry vegan sausages)

**ON THE DAY**

• Make sure you arrive in plenty of time to get set up and decorate the room (tables are in the old hall).

• Organise your volunteers and make sure everything is covered. For KS1 and KS2 Discos, we used to have about 5 people in kitchen with one doing the sausages, 2 getting hot dogs together, 2 doing squash refill (kids get very thirsty at that event). We had 1 or 2 doing register at the door (staff usually help if held at the school but double check) and make sure all doors are covered at all time ( so kids don’t escape!), toilet warden and enough people to keep an eye on kids and interact during the disco.

• Make sure you have all allergies and food intolerance covered (using report) – Children with food intolerance are usually served before everyone else with help of staff if disco is held at school.

• Keep your cash safe; have a lockable cash box if possible (or in a tin) and make sure it is kept out of reach of the customers.

• Please be aware of hygiene when handling the food.

**AFTER THE EVENT**

• Please make sure you leave your venue clean and tidy (clean tables and take back to where they were originally kept, Kitchen needs to be left as you found it, empty bins in main container situated by bike shed).

• Store any decoration, unused cups, jugs, unopened squash, washing up liquid etc in a storage box labelled “Disco” and record what is left for the next disco.

• Count cash. It must be double counted and recorded on paper by 2 people (usually treasurer and one other person).

• Try to pay in cash straight after the event (Metro Bank).

• Send any expenses to treasurer.

• Record profit made and thank everyone for participating.