**Running a stall at the Xmas Fayre (Sat 2nd December 2017 12-4pm):**

Thanks for volunteering to organise the running of a Stall at the Summer Circus. With your help and enthusiasm, we will raise lots of money for Our Lady of Lourdes School and at the same time our children will have lots of fun! Here are some tips that should help the stall run smoothly:

1. Sign-up Sheet

* It’s never too soon to get as many volunteers as possible to sign up to man your stall. Don’t forget setting up and clearing up volunteers too!
* Use the attached sign-up sheets as a guide but use as many people as you think you will need for each slot. Text/WhatsApp volunteers with their time slot so they have a record of when to arrive and can plan their day and contact you if necessary.
* Keep a copy of the sign-up sheet on the stall for helpers to refer to if necessary.

1. Costings and Profit

* Source any materials as cheaply as possible. Consider all the costs associated with your stall as these will be deducted from any takings on the day. You will need to take these costs into consideration before deciding how much to charge on your stall in order to make a profit.
* Try to plan how many customers you may expect and stock your stall with as little wastage as possible.
* Suggest an appropriate float and coinage needed for the day.
* Keep any receipts for reimbursement, complete the expenses form and return to Annie or Rassi.

1. On the Day

* Decorate your stall as brightly and colourfully as possible, using the Best of British theme.
* Print out signs stating prices etc. and bring scissors, tape, blue tack to attach signs securely and prominently.
* Remind your stall helpers that the PTA treasurers (Annie and Rob) will be collecting your takings at regular intervals throughout the day (they will have ID).
* Have fun and make sure that you and children visit as many other stalls as possible during the day.

Hope this is helpful! Thanks for giving up your time, we hope to have a really fun and successful afternoon.

OLOL PTA Committee.