

Yeo Park Federal Election Gala Day 2013

Date: 7th Sept 2013
Election Type: Federal
Temperature: Warm to hot

General Notes

- Federal Elections bring in a lot of people to the school so it's worth having as many stalls as you can get - both volunteer-run stalls making profit for the school and by selling stall space to others
- Have "Rewards" for volunteers e.g. bbq/coffee and cake voucher
- On a warm day, have someone walk around every couple of hours with a big jug of water or cordial and paper cups to give everyone working on a stall a drink.
- Check weather forecasts beforehand to make a call on drinks quantities, need for ice blocks (these were a winner on a hot day) etc.
- Need LOTS of volunteers. Get rosters out early, canvas people personally in the lead-up to the event, send emails and get the list FILLED
- SIGNAGE! Very important to have lots of clear signage for all the P&C stalls so people can see what's on offer. We did A4 laminated signs but A-frame blackboards for each stall would be worthwhile.
- It would also be good to have a spruiker walking around with a microphone announcing things on, things to see and do, specials etc.
- Need one coordinator per P&C stall

BBQ

- Set up 'cafe' with trestle tables, tablecloths and chairs near BBQ and cake stall
- Have someone available to purchase extra quantities if required
- Don't shut the BBQ until 4:00pm as people keep on coming back
- Aim for as many donations as possible e.g. bacon c/o Gus c/o Summer Hill Butchers.
- check P+C shed for supplies pre purchasing as there may be leftovers Need two BBQs running (these are in the P+C shed)
- Make sure you refill the gas bottles! there are x4
- May be good to bring back up gas bottles from homes.
- Need x2 tables for the drinks and bread
- Need x1 small table for the sauces etc
- Aim to purchase drinks at 50c each and sell at \$1.50 per drink.
- Ice for cooling placed in water-play containers on legs which are owned by the school
- Float approximately \$100

BBQ Quantities / Supplies

The following quantities were needed on a warm to hot day (would vary on a colder day):

- 900 sausages (Aldi)
- 700 rolls (300 round, 400 long-Petersham bakery)
- 23 loaves sliced bread
- 13kg bacon (short cut Aldi)
- 25 dozen eggs
- 25kg onions (sliced)
- 5 litres Tomato sauce
- 5 litres BBQ
- 1 litre mustard

- 1 litre sweet chilli

Drinks:

- 9 x 24 bottles water
- Orange/apple (more popular)/black current poppers from Aldi
- 16 x 24 soft drinks - coke, coke zero, Pepsi, solo, lemonade

Other:

- x1 Aluminium foil
- x4 Foil trays (for eggs, bacon, sausages and onion)
- Tongs (check they aren't rusty and purchase extra if needed) and plastic ones break too easily
- Canola oil and spray oil
- Paper towel a good amount
- x800 napkins
- Serving gloves

Charges

Item	Charge	Comment
Sausage/Bread	\$2.00	onions are free
Works burger with bacon, egg and sausage	\$4.50	
Bacon and egg roll	\$3.50	
Sausage and egg roll	\$3.50	
Drinks	\$1.50	

Cake Stall

- Need x4 trestle tables with coffee/tea on one, and cakes on the other three
- Need 2 marquees for shade over cakes
- x1 urn which is kept at the school, upstairs in the school storeroom (ask Chris K.)
- x1 coffee perculator in the same place
- Urn capacity approximately 150 cups
- Coffee perc capacity approximately 50 cups
- Need approx 1kg of coffee per percolation else not strong enough.
- Check P+C shed for supplies pre purchasing new stuff
- Have one person price all cakes etc to create consistency...but don't give the stuff away.
- Group cakes in similar groupings else people are overwhelmed with the choice
- Go for it with the decoration! Pretty tablecloths, bunting, cake stands, trays, cake labels etc make the stand really inviting
- Cake labels that can be put on each tray of different slice/biscuit/cupcake are a must otherwise new people manning the stand don't know what things are
- Needed a tub for rinsing coffee plungers
- John from Drugstore provided all the coffee grounds, milk, and cups free and was prepared to provide a coffee machine free to make real coffee (we were unable to do this as power requirements weren't worked out but would be good for future years)
- On a hot day like in 2013 though, coffee and tea were not big sellers. Need to check the weather forecast and downgrade quantities accordingly

Item	Amount/Source	Comments
tongs	x6	
cups and tops	x500 c/o Drugstore in Summer Hill	
Coffee Grounds	4 kgs donated c/o Drugstore in Summer Hill	
Tea bags		
Skim milk	4 x 2ltr donated by Drugstore	
Milk	4 x 2 ltr donated by Drugstore	
Miscellaneous	Serviettes Stirrers Sugar Spoons	
Cake Boxes	x100 donated c/o NorthPack 30cm x 30cm	<ul style="list-style-type: none"> • Ask Parents to all cook/donate cakes etc • Sticker placed on top of each and ingredients written there. • Could easily sell more!

Recommended Costs

Item	Cost	Comment
Whole Cakes	\$15-18 large or \$10-12 small	Encourage people to bring whole cakes, there are rarely enough! People like to buy whole cakes
Individual items e.g. muffin, slice, cupcake	\$2.50	
Biscuits	\$1-\$1.50	
Coffee/tea	\$2.00 per cup	
Coffee/tea with cake etc	\$3.50	

Kids Stall

- In 2014, we set up one big kids stall in the top corner of the school on the grass diagonal to the fire stairs, offering face painting, goody jar tombola / lucky dip, plate decorating, tattoos and photo booth. Other kids activities were nearby - sponge throwing, hungry hippos and jumping castles x 2
- Great to have everything grouped together but make sure everything is clearly visible and accessible. Avoid L-shaped configuration of tables as things at the back get lost. Better to have the tables in one long line
- You can never have enough face painters. Ideally 3 face painters per shift. Provide small chairs for kids to sit on while waiting their turn as well as to sit on while having their faces painted
- Consider offering cheek painting and a finite range of options (pictures) rather than full face at peak times as wait times can be very long
- Brush quality with facepainting is really important. With a good quality brush you can paint 5x faster. Ideally have 4 sets of quality brushes (one each painter) and look after each set
- Guessing jars/tombola was fantastic. They were a big winner and were visually enticing. Ask parents before the event to bring in a jar filled with a type of goody (eg: lollies, stickers, toys, hairbands etc). Stick numbers on the back from 1-100 (or whatever the maximum) and fill a lucky dip box with corresponding numbers. Everyone who pays picks a number and gets the corresponding jar
- Need a good way to display tattoos or they get lost and don't sell well
- Tattoos: Good discounts for bulk buys and good quality plus very speedy delivery at www.temporarytattoosaustralia.com.au
- Remind parents that the jars are glass and should be put away and cared for by adults till they get home. We had some breakages from kids carrying jars around
- Needs enough marquees to give plenty of shade. We used 3 marquees
- MUST have the marquees pegged down. They can blow over in the wind and injure someone
- Fruit iceblocks (Super Doopers) did very well as was a hot day. We purchased 24 for around \$6 and sold for \$1 each (better quality 'fruit' ones rather than totally dodgy lime/cola options..)
- People appreciated the price (yet still good profit) – had 5 packs – brought 3 along at start of day to big esky then back home to bring back up the other 2 packs early arvo – those sold in about 10 minutes!
- Only problem is – if it is a winner – they need to be pre-frozen so you can't 'appear' some more up at short notice. Wouldn't recommend doing same with bigger frozen icypoles etc as would turn to slush faster and won't be contained or able to be re-frozen in their packaging.
- Check out weather options week leading up and if looks good get several packs distributed across few households leading up to event and look to be able to bring frozen ones in during day.
- Note that they do take 2 full days to freeze – may need to take out of big pack and distribute within freezers..
- Other advantage was this required no extra 'rostering' to manage on the day though we took some around on a tray as some weren't aware we had them for sale as in 'kids area'
- Finally having 'kid friendly' drinks in kids area a good idea (water/juice)

Kids Games

Sponge Throw

- Worked well and friends and families liked pelting sponges at each other. Made it \$1 for 10x goes. So 10c a throw.
- Needed lots of water refills. You need someone on full-time bucket re-fills
- Hot day assisted with the fun. If it was a colder day it may not work as well.
- Be careful with kids at the back pushing over the whole structure and it crashing down. – Could be quite dangerous.

Hungry Hippos Game.

- Idea was to get kids to have 60 seconds to grab as many mini-jellibears as they could with a teaspoon. Fantastic fun and those that did it loved it.
- Was not a success though as no signage to explain it + lollies understandably not good in parents eyes.

Entertainment

- Great Great Great!
- The more the better as they bring in lots of extra voters, and their families and friends who all eat and drink our food, and buy from our stalls
- Local school bands: Ashbury, Summer Hill, Trinity, Canterbury, Canterbury Boys/Girls, Newtown Performing Arts
- Overcommitments
- Need one person to facilitate the flow of things on the day
- Beg or borrow a PA system for the day (or pay for one - approx \$250)
- Set up band outside the library and plug in PA at the powerpoint on side of library. Organise the key in advance but worst case scenario you can actually lift up the cage and take it off its hinges
- Watch out for feedback with the PA, which is just a matter of positioning the speakers and mikes well and not turning up the master volume too loud. In most cases we were able to have the speakers behind the mikes without feedback, which was great for the performers so we could have some foldback sound and hear ourselves
- Equipment - make sure you are clear at the very beginning what belongs to whom - you don't want to be blamed for losing someone's favourite mike stand etc

Rides

- Rides are only cost effective / profitable under two options: 1. A profit share, no-cost arrangement with a rides company where Yeo Park has no cost outlay but makes 20 or 30%. We've only found one company willing to do this (name tbc) 2. Hire a couple of jumping castles for the day. We hired a small one for kids <5 and a big one for kids >5 for a cost of only \$400 through www.justjumpingcastles.com.au
- Need 2-3 people to man two jumping castles. Make sure kids aren't going too crazy, manage any minor injuries (bumped heads) and stop kids from jumping on without paying. We planned to make it \$4 for 10 minutes but too hard to police and rarely any real queues so more a matter of charging people as they hop on.
- Book rides as far in advance as possible! They get booked up especially for spring fairs
- Position jumping castles on the grass opposite fire stairs. Cars can see as they drive down Canterbury Road and leads people around the corner.
- Need one long lead, a double adaptor for two jumping castles to plug into (powerboards often trip the power so avoid) and a rug runner or similar to cover the power cords to avoid people tripping over it

Fairy Floss

- We hired a fairy floss machine for \$200 through the jumping castle company. Fun, adds to carnival atmosphere but not especially profitable. Might even make a small loss. Needs manning by ideally 2 people.
- Parents really only have so much money to spend so probably not necessary esp. on a hot day

Advertising / Promotion

- c/o local paper and SMH planner
- Posters at local businesses
- banners on school and local places if you can agree something
- LOTS of letterbox dropping. Get as many people as you can to print 4 flyers per page and cut up. They go very quickly, you will need hundreds! Hand them out to people to letterbox drop their streets. We tried to keep track of who was dropping where so we could divert people to streets that weren't being covered

Stalls

- 15 stall holders on the day – room for 18
- One coordinator to take stall bookings and manage site plan (and also manage equipment and logistics if possible)
- Include stall booking details on flyers and posters and promote to parents as well
- Press release for local media for stall holder interest 6-8weeks out?
- Stalls 3metres wide by 2metres deep.
- Chalk / mark up stall sites the day before or very early on the morning.
- Upfront payment for stall holders a must – lots of last minute cancellations
- Worked well that all external stall holders brought own equipment – sell space only is good
- It would be good to work out a way of clearly identifying SCHOOL stalls as opposed to external. One stall member in particular took advantage of “raising money for school” to sell her own stuff – wore a yeo park apron...overheard taking donations for school. So maybe SCHOOL ones have a sign saying “ all proceeds to Yeo Park” or something.
- Must be clear to external holders that no competing stuff allowed – so No other cakes, books, flowers etc accepted.

Equipment

- Organise with school to use the eating shed as storage the night before
- Important to allocate all equipment to each area before the day so morning set up runs smoothly
- \Recommend that a photo directory/number label system be established to keep tabs on all large equipment in shed. We can then see what's available without looking inside shed

Flowers and books

- Start a call-out for second hand books from parents 2-4 weeks prior to event. A lot will come in and they need organising
- Organise the books before the day into their display boxes/ baskets as much as possible (I organised about 70% of what I had but the number of books doubled on the day and it was all hands on deck to get them organised)
- Provide a 'kids' space with outdoor rug surrounded by kids books in boxes or on small bookshelves
- Have a big sign for prices

- For the flower stall (flowers bought from Flemington markets on the morning): smaller country style bunches did better than the tiger lilies and foxgloves. This is no doubt a trend thing. Natives did well and you could probably go almost exclusively native, despite the higher cost/sale price.

'White elephant' / second hand goods

- Question whether worthwhile, you don't sell a lot of make a significant profit but a lot of work involved collecting the goods, organising, manning the stall and getting rid of the leftovers

Admin / Management

- Good to have one coordinator for the overall event who is not responsible for any stall but for all the project management and admin
- Must complete event notification forms and risk assessment for insurance purposes (see 2013 forms completed)
- Give the school (Principal) a written proposal at least 2-3 weeks before the event with requests for school help / equipment / assistance required
- All P&C volunteers are covered by the insurance. Stall holders must hold Certificates of Currency (rides people too). If just a 'Mum / Dad' stall holder, make them financial members of the P&C at least a week before the event for \$1 and they will be covered by the P&C insurance
- Keep a volunteer register on the day for insurance purposes. Either one person going around getting volunteers to sign in as new shifts start or get individual stall holders to ensure the register is completed for their stall
- Need to have a first aid kit (can borrow the school's if they agree) and a known place for it to be on the day. Identify first aid contacts in advance and have their numbers handy
- \$100 float per P&C stall. There's only one money box so stall holders need to bring a box of some sort for the money collection

Equipment list per stall 2014

Cake Stall

- 4 **large** trestles from shed
- One marquee from shed

BBQ

- 2 **medium** trestles from shed
- **small timber fold** table from shed
- One marquee from shed
- 2 tables from **tbc**

CAFÉ

- 4 **medium folding tables** in shed
- **larger** stack chairs from school shed
- may need extra chairs brought in

KIDS AREA –photo booth, jars, painting etc

- 4 **small kids tables** from shed
- 2 marquees from shed
- one marquee from **tbc**
- 2 trestles from **tbc**

- **kids chairs** from school shed
- **kids stools** from school shed

FAIRY FLOSS

- One table from **tbc**

ENTERTAINMENT

- Library chairs
- unused kids stools from school shed after kids area catered for

FIRST AID

- card table from **tbc**

SILENT AUCTION

- card table from **tbc**

2ND HAND

- table from **tbc**

JUMPING CASTLES

- 2 more chairs from Hall?