

Save our Christmas Fair!

Dear Parents,

We **love** the Valley Christmas Fair. It's fun for all the family and raises a substantial amount of money for the school. However, organising a fair takes a lot of planning and work prior to the event as well as the hard work you see from volunteers on the day running stalls etc.

Unfortunately, over the last few years the number of people volunteering to help to organise the Christmas Fair has reduced dramatically.

If we don't get enough volunteers coming forward by the **1st October** to help organise the Fair (which is scheduled for the 8th December) we will not be able to run a Christmas Fair this year. This is why we need your help!

Please take a moment to have a look at the list of tasks below and see which of them you could commit to helping to organise. Please fill in the sheet with your details and pop it into the PTA post box on the PTA shed or drop it into the school office before the 1st October. Your help and support is very much appreciated by everyone, especially by all the children of Valley school!.

Kind regards
Valley PTA

Yes! I'll help save the fair by helping to organise the following (tick as appropriate):

- Sourcing advertising and sponsors for program
- Designing the artwork for the program / posters
- Sourcing prizes for and running the raffle
- Sourcing catering providers for the event.
- Designing games and sourcing prizes and equipment for them.
- Designing the craft activities, sourcing equipment and finding volunteers to run the craft stall.
- Sourcing gifts, decorations and helpers for Santa's Grotto/photo booth as well as setting it up the night before the fair
- Washing and naming teddies for the teddy tombola and setting it up before the fair.
- Check and label jolly jam jars and set up the stall the night before the fair.
- Sorting and cleaning toy donations on 6th and 7th December
- Decorate entrance to fair to make it look festive
- Setting up stalls the night before the fair
- Running a stall on the day of the fair (8th December).

Name: _____ Contact details: _____