

# Help us run the Fayre!

Each team has a captain+team members. Choose where you would like to volunteer and then email: [fayre@brockleysociety.org.uk](mailto:fayre@brockleysociety.org.uk)

## OVERALL ORGANISATION

**\*\*Central Coordinator:** Using the project plan, liaise with all team captains and oversee all arrangements – **April-June – 1 person**

**Central booking:** book infrastructure – April-June - **1 person** (*captain in place*)

**Administrator:** checking safety certificates etc. – **May-June – 1 person**

**Supplies manager:** Preparing supplies for all teams - **June - 1+1**

**Treasurer:** oversee financial issues - throughout – **1** (*in place*)

## STALLS

**\*\*Stall bookings:** receive bookings by email & post, record online - **mid-April-June 1+1**

## EVENTS

**Entertainments:** arrange arena events **April-June - 1+1**

**Attractions:** book field events and collect certificates, fayre map - **April-June - 1+1**

**Children:** Oversee competitions and prizes **April-June 1+1**

**Prize draw:** Assemble prizes and arrange **May-June 1+6**

## PUBLICITY

**Design and print:** Poster, flyer and programme cover - **April - 1**

**Website:** keep information up to date - **April-June 1**

**Promotion:** press releases - **April-May -1**

**Distribution:** flyers to schools, shops etc. - **May 1+2**

## PROGRAMME

**Sponsors and Adverts:** approach sponsors, advertisers, prize-givers; collect payments - **April-May 1+2**

**Design:** lay out 28-page A5 programme - **May - 1**

**Distribution:** arrange widespread distribution (6,000 printed, distributed FREE) - **June - 1+8**

## FAYRE SET-UP

**Advance:** banners round park, assemble set-up materials, field lines - **week before - 1+3**

**On the day:** Arena, hazard tape, main structures, gazebos, signs, etc. - **On day - 1+6**

## FAYRE BREAK-DOWN

**Dismantle:** gazebos, signs, equipment, return all to supplies manager - **On day - 1+6**

## STEWARDS

**Stewards:** identify team beforehand and arrange rota. Ensure large attractions in place, check stallholder bookings, marshall cars on to field and to parking.

Ongoing - check during day (2 people). Ensure orderly vehicle departure - **week before and on day - 1+8**

## FOOD

**Caterers:** receive applications, select and check certificates – **April – 1** (*captain in place*)

**Tea & Cake stall:** identify team beforehand and arrange rota, assemble supplies, set up and clear up - **week before and on day - 1+8**

**BBQ:** Order food & charcoal, set up and clear up - **week before and on day - 1+6** (*captain in place*)

## LITTER

Litter collection: arrange bin delivery/collection, ongoing litter collection, litter clear-up at end – **June and on day - 1+6**