Fete Organisation To Do List

Activity	What needs doing & who to contact
Fete Opener	Cttee need to agree on who should open the fete well in advance
PA System	Needs to be organised early through Shropshire Radio Need to appoint an MC
Permissions Cricket Field (x2) Playing field St Aubin's	Need to obtain permission for use of playing field and cricket pitch from Parish Council – contact Gillian Bailey (Clerk) Need to obtain permission from Cricket Club – Andy Unit Need to obtain permission for electricity leads through St Aubin's
Admission Charges	Cttee to agree (in good time before programme printed)
Marquees & Gazebos	Check how many and whether in good order in time to purchase new, if required. Organise working party well in advance Make sure enough helpers on field on the day
Teas	Appoint someone in charge who will organise team and supplies
Stalls & Helpers	Decide which stalls to have – dependent upon number of helpers Ensure sufficient helpers Ensure sufficient goods/prizes for stalls Contact helpers for availability Ensure all relevant information sent to helpers, incl H&S Review stall signs and renew as required
Entertainment Clown Brass Band Dancers	Organise in good time
External Stalls Food Ice Creams	Book
Craft Village	Need to contact potential stall holders in good time Liaise with Treasurer on bookings
Vintage Tractor Display	Need to contact owners Ensure field is cut Produce and provide tea vouchers for owners
Parking	Need to ensure sufficient car parking attendants – 3 for field and 2 on main road if possible
Signage	Need to ensure sufficient good signs and organise distribution
First Aid	Need to put in place (First Responders) and ensure room on field in place where can exit quickly if required
Health & Safety Officer	Appoint H&S Officer Risk Assessment updated for field 7 carried out throughout afternoon
Field Layout	Work out field layout and provide site plan (several copies) for the day, taking into account electricity supply for those that need it
Programme	Agree format and timings Design front cover and arrange printing
Prizes and Donations	Need to obtain prizes for raffle and stalls – contact well in advance Need to allocatee prizes to stalls that need them and decide which are suitable for raffle prizes

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<u>Advertising</u> Social Media Radio/Press	 Arrange advertising on Facebook & website Liaise with Shropshire radio & insert in Bridgnorth Journal
<u>Administration</u> Floats Wet/hot weather plan Hedge and grass cutting Other administration Contact volunteers Other	 Treasurer to organise for each stall – organiser to confirm stalls list to Treasurer Need to update and put in place Need to organise with Parish Council (Parish Clerk) As required – eg result sheets for stalls/record sheets for prize winners and raffle winners/ vouchers for free teas Ensure all volunteers have had notification of stall and all H&S information Organise mid-morning refreshments for helpers on field Organise bottles of water for stall holders