CRAIGBURN PRIMARY SCHOOL

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Gala Day 2018 - Information for Stall Operators

Congratulations, the concept for your nominated Gala Day stall has been approved. It is now important that your preparation leading up to Gala Day is well planned. Please carefully read through the information below.

Gala Day General Information

- Reminder Date - Friday 23rd November
- Session Times: Reception to Year 2 - 11.20 to 12.00pm Years 3 to 7 - 12.05pm to 12.45pm

Tasks / Responsibilities to be completed in the lead up to Gala Day

- General preparation of your stall including organising equipment from home.
- Supervision rosters - these need to be organised within your group for both sessions.
- Stall Prices - Work out the cost of your stalls - they should be no more than $1. In most cases, prices should be between 20c and 50 cents.
- Food Stalls - food items and drinks should be small in size. All ingredients must be listed on your stall.
- Prizes - if needed for activity stalls, need to be simple and inexpensive (no lollies).
- Equipment / stall items from home - must be labelled.
- Any electrical items (eg blenders / power boards, extension leads) need to be electrically tagged / tested before use on the day. Please see Mrs Robertson if you need to use electrical equipment.
- An ice-cream or similar container needs to be brought in to collect money raised.
- Stall promotion - only one poster is allowed. This is to be given to Mrs Robertson will will display it on a special board from Monday 19th November. Digital promotion (short adverts, posters) can be made through the student blog.

Stall Holders Planning Meeting

- You are required to attend a meeting for all stall operators on Thursday 22nd November at 12.50pm in the Hall to finalise arrangements.

On Gala Day

- All equipment / stall items to be stored in classrooms upon arrival to school.
- Stall operators to meet in the Hall from 9:30 am without your stall equipment/items.
- Wait for instructions from Mrs Robertson / Mr Warncken.

Thank you. We look forward to having a great day.

Mrs Robertson / Mr Warncken