



Hi, IPS community! 2023 is a Fair year and we're hoping to have lots of fun and raise some money for the School.

Fair Committee

Without a strong committee we simply don't get as much done for the Fair – many hands make light work! We've had our first meeting and identified a group of **co-ordinators** who then work with our volunteers to make the magic happen. Committing to a co-ordinator role means attending Fair Committee meetings and bringing together the volunteers – it doesn't mean doing everything yourself.

Roles we have filled

Fair Co-ordinator | Andrea T

Chairs the Fair Committee and owns the budget.

External Stalls and Entertainment Co-ordinator | Cat A

Co-ordinates entertainment (including booking rides and other attractions), working alongside the Class Stalls and Main Stage Co-ordinators. Ensures compliance with Food Safety regulations including council permits.

Class Stalls Co-ordinator | Elena F, Mollie M, Sue K

Co-ordinates with all the individual class stalls to make sure they know what they need to do, and plan out bulk purchases / power requirements.

Student Stalls Co-ordinator | Sue K and Mollie M

Co-ordinates with all the individual students wishing to set up their own mini stalls, making sure they know what they need to do.

Main Stage Co-ordinator | Marie M

Co-ordinates the bands / main stage on day.

Advertising / Marketing Co-ordinator | Ally M

Design, distribution of flyers and advertising and updating content for social media and newsletter / Dojo.

Roles we need volunteers for

Logistics Co-ordinator

Co-ordinates billboard advertising, power requirements, marquees and the setup and pack-up on the day.

Sustainability Co-ordinator

Promotes sustainability through hands-on educational activities and co-ordinates prizes/awareness.

Sponsorship Co-ordinator

Co-ordinates Major Sponsors, Silent Auction and the Raffle.

Class Art Co-ordinator

Co-ordinates with all the individual Class Parent Representatives to collate a piece of artwork from each class to raffle off at the Fair.

Class Stalls

We ask every class to run a stall at the Fair. It's a great way to get everyone involved, and it also means we don't have to hire as many external vendors. Over the years, we've evolved a good balance of food, market and entertainment-based stalls and we have a pretty good idea of what works well. That means we have a target list of stalls we hope to run each Fair year. Some are more work than others, so we do our best to work with each class to find a balance and ensure there are plenty of helpers on each. We generally ask the **Class Parent Rep** to help get things started by contacting all the parents in their class and asking for volunteers to work on the stall. Our stalls include:

FOOD

- BBQ and drinks
- Cakes
- Snow Cones
- Popcorn and Fairy Floss

MARKET

- Books
- Plants
- Bric-n-Brac
- Toys

ENTERTAINMENT

- Body Art
- Haunted House
- Student Stalls
- Chocolate Trailer
- Dunking machine
- Silent Auction and Raffle
- Class Art Auction
- Info and tickets

Other ways to help

Remember, you can also help in lots of other ways:

- Help another class stall
- Donate books, cakes, plants and bric-n-brac
- Sell raffle tickets
- Donate something from your business, perhaps a raffle prize or auction item
- Help set up and pack up on the day

If you're interested in helping in any capacity, please contact Andrea on andreaabroad@hotmail.com