

CPS Fiesta – Saturday 2nd April 2022

Working Group	Working Group Members	Key Tasks
Food and Drinks	Sandra Rowlands G 6 Ira Cook PREP Alan Cook PREP Sapphira Kellaheer G4, G2 The fiesta needs you! Looking for 1 more volunteer	<ul style="list-style-type: none"> Decide on what food / drink stalls to have Engage, coordinate and liaise with prospective vendors, hopefully locals and/or food providers that are culturally represented in the school. Check if any items could be donated. Get quotes, make decisions, order equipment hire (incl Cool Room), order food/drink items, order supplies/packaging Arrange for delivery and receipt of goods Send invoices to Treasurer Establish the need for permits and other requirements for the sale of food and drinks Determine pricing for PFA run stalls Create timetable for volunteers on fiesta day
Community Market	Sandra Michela G4 Jane Potter G5	<ul style="list-style-type: none"> Engage, coordinate and liaise with local businesses / makers for them to host a stall Determine insurance requirements Set pricing and arrange stall payment
Rides & Attractions	Karen Phillips G6 Sian Holm G5, G3	<ul style="list-style-type: none"> Engage, coordinate and liaise with prospective ride and general entertainment businesses Send invoices to Treasurer Determine ticket pricing Organise pre-sales / wristbands Create timetable for volunteers on fiesta day
Kids' Corner	Chelsea Wallace G5, G3, PREP Looking for 2 more volunteers	<ul style="list-style-type: none"> Decide on what activities / stalls to have (general kids activities run by volunteers). Past years have included face painting, kids' craft, cupcake decorating, Henna, fake tattoos, 'Guess the Teacher' baby photo competition, Choc Toss game, and more (although not all at the one event!). A pet show has been put forward as one new possible idea for this year. Coordinate materials required (could be through donations); some already in storage Determine pricing for activities Create timetable for volunteers on fiesta day
Marketing & Sponsorship	Candice Hall G3, G1 Anthony Hillier PREP Marina Vanstan (Graphics) G4, G2 Lee Vu (Social Media) G6, G3, G1	<ul style="list-style-type: none"> Create a small sponsorship / marketing strategy Contact previous / potential sponsors Poster and Map design Monitor Fiesta FB and Instagram pages, leverage other social media pages / channels for promotion
Live Performances	The fiesta needs you! Looking for 2 volunteers	<ul style="list-style-type: none"> Consider what performances could be held on the school 'stage' (outdoors) Engage, coordinate and liaise with local performers and / or student groups Consider need for professional sound set up

Set up & Pack up	<p>Sandra Michela G4</p> <p>The fiesta needs you!</p> <p>Looking for 2 more volunteers</p>	<ul style="list-style-type: none"> • Liaise with working groups to determine what we equipment is needed for the day (tables, chairs, marquees, etc) • Advise where to collect from, where to return, etc • Note: We have built up quite a collection of marquees, and have borrowed from neighbouring schools in the past if necessary • Hire any equipment required (eg. small round plastic tables and chairs for people to eat at). • Create timetable for volunteers on fiesta day
Eco / Sustainability	<p>Monica Carroll G1</p> <p>Penny Hodge G1</p> <p>Liliana Sierra G4</p>	<ul style="list-style-type: none"> • To work closely with food providers/food and drink working group (and other working groups) in order to reduce waste. • Workshop ways to ensure the event is as eco friendly as possible • To audit the PFA shed and see what can be reused from there. Signs, material, decorations, etc.
Plant Stall	<p>Kerry Anderson G3, G1</p> <p>Howard Anderson G3, G1</p>	<ul style="list-style-type: none"> • To collect and store plants and cuttings from the school community. • Determine pricing for plants • Create timetable for volunteers on fiesta day
Safety and Covid Planning	<p>Leeora Epstein PREP</p> <p>The fiesta needs you!</p> <p>Looking for 1 more volunteer</p>	<ul style="list-style-type: none"> • Review existing risk and safety plans and update accordingly, incorporating COVID requirements • Plan and establish safe covid practices in the activities run throughout the fiesta • Determine volunteer requirements, such as Covid marshalls, gate marshalls (sighting proof of vaccination), table cleaning etc. • Create timetable for volunteers on fiesta day