**GREAT BRICKHILL PLANT FAYRE:**

**SATURDAY, 18th APRIL 2020**

**11.00am – 4.00pm**

**Tasks/Roles/Responsibilities**

We are particularly short of helpers this year and so we asking for more volunteers to help organise this event, as well as run it on the day.

It would be wonderful if  you could spare a few hours on the day and take on one of the roles listed in the list below, or even better, offer to be one of our “team leaders”.

If you are able and willing to help, **please add your name to the list below** and return the file to Celia at celiafeetam@madasafish.com

Alternatively, please email or call me on 261 075 if you would like more information before committing yourself to something.

Many thanks,

Celia Hall

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| **GB PLANT FAYRE:** **Saturday 18th April** **11.00am – 4.00pm** |  |  |
|  **Role & responsibilities:** | **Team leader** | **Team members** |
| **1.** | **Advertising** | John & Celia Hall |  |
| Create A5 fliers, post to nurseries. Produce small fliers for the snow drop walks and CAGS. Place advert in local press and GBH village news, put posters on verge sides and roundabouts. 23 put up on the roadside – after the event these need to be removed asap.Contact garden clubs & societies  |
| **2.** | **Field layout (6pm Friday night)** | John Hall |  |
| Put up electric fence posts and boundary tape. Tape off cricket square, practice pitches etc. |
| **3.** | **Hall set up (After 8.30pm in term time – before then in the Easter hols.)** | John Hall |  |
| Get extra tables from the school, the church and Rosie Dawson. Place tables according to plan |
| **4.** | **Parking** |  |  |
| Wearing “high viz” tabards organise safe parking – put up signs and cordons, get stakes from JH and Mike Turner. In and out gate by the Clark’s houseKeep entry clear to assist unloadingEnsure disabled accessErect parking signs and place cones (from the church & Cricket club) |
| **5.** | **Money** | John Hall |  |
| Produce and issue floats for admission, raffle, café, cake stall. Plant stall. Supply 8 plastic money bags with each float |
| **6.** | **Admission** | Gill Wilson |  |
| Take entry fees and issue badge tickets and cataloguesArrange rota on the door for the duration  |
| **7.** | **Raffle** |  | Caroline MIddleton |
| Source raffle prizes from local businesses, Dobbies, Frosts, Three Locks Pub, Three Locks Golf club, Old Red Lion, Hunters farm shop etc. etc. Arrange prizes on table and organise the sale of tickets |
| **8.** | **Café - refreshments** |  |  |
| Organise purchase rolls, bacon, sausages & onions, tea coffee milk and squash. Source whole cakes and scones etc. Obtain disposable Crockery and cutlery etc.Organise cooking and selling rota |
| **9.** | **Cake stall** |  |  |
| Source and price cakes and preserves and organise selling rota |
| **10** | **Village plant stall** |  |  |
| Receive and organise plants donated Arrange selling rota |
| **11.** | **Clear up** | Celia Hall |  |
| Sweep hall. Put all staging, tables and chairs back in store room CORRECTLY! |
| **12.** | **Return tables** |  |  |
| On the day to the church and the DawsonsOn the Monday morning (before pre-school at 8.30am) to the school. |
| **13.**  | **Take down and collect all posters** |  |  |
| **14.** | **Remove stakes and tape from cricket outfield** |  |  |