

## TOP TIPS FOR RUNNING A STALL AT THE HONEYWELL CHRISTMAS BAZAAR

### Collecting Donations

- Send out e-mails or letters (or both) to your class stating exactly what donations are required for your stall
- The earlier you send out your requests, the sooner people will start sorting out
- Make a couple of posters of all the donations needed as sometimes parents will have good stuff for another stall but don't think to donate as it's not their class
- Be aware that donations can start slowly so you will need to be patient – and send out reminders!

### Buying stock

- There is a great £1 shop in Wandsworth (southside) and they sell the cheapest bottled water, 6 sports bottle for a £1. Sainsbury's is across the road so you can get a trolley to carry them in from there. They also take credit card payments
- Asda is also much cheaper than the cash and carry (and nearer too)

### Volunteers

- You will need volunteers from your class to supervise your stall
- Get parents/ carers to sign up for half hour slots and make sure you have enough people on the stall at any time
- Remember that you will need volunteers for setting up before the Bazaar and clearing up/ cashing up afterwards
- Think about the type of stall you are running – if there are heavy items to move make sure you sign up some muscle!

### Setting up

- The Christmas Bazaar will run from 3.45pm – 5.45pm
- You can arrive from 2pm onwards to set up
- We will let you know where you can collect tables from by Monday, 30<sup>th</sup> November
- If clothes rails are required you will need to provide these yourselves
- The stall should be festively decorated
- All stalls should be closed down, tables returned and rubbish collected before leaving at the end of the event. One black bin bag and one recycling bag will be provided per stall
- Please do encourage the children to recycle any paper

### Financial matters

- Please e-mail Mark Horley [m\\_horley@yahoo.co.uk](mailto:m_horley@yahoo.co.uk) by Monday 17 October with the **PRICES** you will be charging so that he can prepare the most appropriate float for your stall
- You can collect your float from 2.30pm onwards from The Unit (also known as the Group Room) located opposite Year 2 Apple Class on the second floor, next to the Junior Support Staff Room. You will be asked to check the amount and sign the float out so please don't leave it until the last minute.
- If you need more change during the Bazaar, then send someone up to the Unit with notes that can be exchanged for coins of the same value.
- At the end of the Bazaar, please fill in the amounts on the takings sheet provided on the day. The money will be counted again but a rough idea of your takings is helpful if possible. If you don't have time to count the money, it is helpful if you can at least sort the coins into denominations.
- All takings must be returned to the Unit to be stored in the school safe until they are banked. Please **DO NOT take any money home**
- If you have any previously unclaimed expenses on the day of the bazaar you can take them out of your cash takings provided that you have receipts and fill out in full the Expenses sheet. This is very important as the PTFA's charitable status depends on keeping proper records of expenditure as well as takings.

For further suggestions/ details, please contact:

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