

STAMFORD JUNIOR SCHOOL PARENTS' ASSOCIATION



Date	Sunday 20th March 2022
Purpose:	Notes to be discussed at Monday Meeting

Hi team,

Please can ythe following points be brought up/discussed and signed off in the planning meeting. Apologise for my absents!

POINTS TO DISCUSS:

Take Over Proposal:

I am drafting a proposal that will be sent to the wider school that SJS take full ownership and responsibility for this event. We are putting so much into it I felt confident in making this formal take over move so that hopefully we can more efficiently make decisions and move forward. We would of course keep it open for the wider schools to have stalls and participate in the arena etc, but the decision making, planning and organising would be fully ours.

Technical Meeting Minutes:

Please skim over the meeting minutes from the Technical Meeting (wed 16th) held to update team as to location etc suggestions made by grounds team.

Stall Holder Application Form:

In order to keep track of stalls we have coming, I have created a Stall Holder Application Form, please can the committee read over and approve/make changes where needed.

First Aid:

St. Johns ambulance has been contacted (although yet to officially hear back) regarding formal cover for event. Usually hear back within 4 weeks but have been advised this could be sooner!

Alcohol:

Any news on if we need a licsence and is getting one feasible? Or can individual stall holders have one and we dont have to?

Risk Assessment:

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Has this been brought forward yet? If not please could Mrs Buttress follow up with Jarrat Bennet. We really need to know what maximum capacity for site is and does this include stall holders or just people coming to the event?

Email:

I have create a Jubilee party specific email for us -

StamfordSchoolJubileeParty@gmail.com or SJS.PA.Jubilee@gmail.com - to manage all incoming traffic for event. Would someone be willing to take charge of this and advise team of stall holder updates?

Fees:

- Confirm table fee of £20 flat stall fee and no percentage take of stall income?
- Ticketing the event has been approved - Toby is providing online ticketing system suggestion, please share his info and can we approve this?

Poster:

- I would like to offer my services to create a 'logo' poster, flyer for the event! Any suggestions as to my initial idea greatly appreciate or if we someone else can do then please say.
- Should we get a full size cardboard cut out of the queen to be on display at the event - one available for £35 from argos! (image attached below)

Arena:

- Suggest we run a few competition to be judged on the day. Create audience participation and a little excitement and encourage people to stay for the reveal.
- Usually do a baked competition but dont want to tread on stall holders trade, so figure something none-perishable would be fun and a bit different.
 - best dressed in the various categories (adult, child, dog, bonnie baby, fancy dress...)
 - artwork - anyone can bring in their 'Stamford Jubilee' entry. One piece per person allowed and judged in junior, senior and professional categories.
 - Could do a 2D and 3D category too if we have enough entries.
 - Artwork could be entered as people arrive and then hug up with simple hooks inside the walls of the cage wire for people to view during the day.
 - Sam Roden is part of Art Space Stamford and recently did a pop up art show in Red Lion Square. Another possible contact/judge/advise to link up with as well as Katie Cardew!
- Would anyone be up for taking on role of booking in acts for the arena/sorting out programe of events for the afternoon?
- Have put a tick box on booking form to see if any company/stall would be interesting in paying for a small advertising spot in programe to see how much of

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a program printing thing we could do. Might just be A4 black and white paper but could be more if lots of interest.

PA Stall:

- Could we do 'branded' Stamford Jubilee tote bags/hessian bags and tea towels? Work with the school shop to come up with a design. Reusable and useful product to sell at event (and after). I have reached out for quotes and waiting to hear back. Examples of a few bags i think would be great...
- Could we sell small union jack helium balloons? How much for a large canister to fill ourselves and sell for real garden party/fete atmosphere and something bit different! could have regular balloons filled with helium too available for less and someone walking round selling for £1 each?
- Will there be a nearly new stall? think very useful and great opportunity to really advertise this service.

Team:

- PE department I think will be a huge asset at this event. They are really energetic in nature and host a brilliant sports day with PA system and chatter, so I think we need to get them looped in asap.
- Should we approach the MC at the ball to do the same again here? He is ace (sorry cant remember his name!)