



| Item | Notes  | Actions/Who  |
|------|--|--|
|      | <p>number. Numbers will be called out in batches via the PA system during the afternoon.</p> <ul style="list-style-type: none"> <li>- The Elf will be asked to try and keep things moving as queues form quite quickly (siblings to go in together).</li> <li>- Mary has checked the shed and there are quite a few presents left over from last year but these need sorting through.</li> </ul> <p><b>Advertising poster</b> – posters for the children to colour in have now gone out in book bags.</p> <p><b>Silent Auction/Raffle</b> – we have some great auction items but could do with some more raffle prizes. Proceeds from the auction will go towards the MUGA. Claire has prepared a lovely poster advertising the auction which shows the names of those who have donated – it would be nice if some of these could be put up in the hall on the day. A list of auction items will be circulated to drum up interest and enable advance bids to be made by those unable to attend. Andy Seed has kindly agreed to be our compere.</p> <p><b>Music</b> – we will need some festive background music.</p> <p><b>Bottles/cakes</b> – these will be collected on the Mufti day on 1 December. Cake wrapping and labelling of tombola bottles to take place after drop off on morning of 1 December. Paper plates to be issued in advance with a reminder emphasising that cakes must be nut free. Unfortunately the cellophane and ribbon bought last year for the cake wrapping has gone astray; more will need to be bought if it cannot be located soon.</p> <p><b>Collection boxes</b> are in cabin for donations to be dropped off. We have quite a lot of teddies but could do with more raffle items, secret room gifts and sweetie jars.</p> | <p><b>compere and Grotto.</b></p> <p><b>Mary to buy gift for Father Christmas and the Elf.</b></p> <p><b>Class Reps to issue further plea for donations for raffle.</b><br/> <b>Andrea to circulate list of auction items in advance of fair.</b><br/> <b>Claire to see if it is possible to print some of the auction posters for display in the hall.</b></p> <p><b>Maria to lend her Michael Buble cd!</b></p> <p><b>Mary to buy paper plates (160) and cellophane and ribbon if supplies cannot be found.</b><br/> <b>Class Reps to collect paper plates from cabin from Monday 27 Nov and issue in book bags with a “no nuts” reminder stapled to each plate.</b><br/> <b>Jemma to check if we have enough raffle books.</b></p> <p><b>Class Reps to ask for more donations (especially sweet jars and secret room/raffle gifts).</b></p> |

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|------|---|--|
|      | <b>Teddy Tombola/Reindeer food/"Santa Stop Here" signs</b> (Turtles) – teacher volunteers will help to run teddy tombola. | <b>Zoe/Jen to co-ordinate.</b>   |
|      | <b>Silent Auction/Tree Raffle</b> (Hall)  | <b>Andrea to co-ordinate. Claire Lett to donate Christmas tree.</b>  |
|      | <b>Cakes</b> (Hall)   | <b>Sarah Khosravi to co-ordinate.</b>  |
|      | <b>Lucky Dip</b> (Hall)   | <b>Jemma to see if we have enough prizes. Volunteers required to run stall.</b>  |
|      | <b>Tattoos/Face painting</b> (Seahorses)  | <b>Jemma/ Debbie/Millie to help with face painting. Volunteers needed for tattoos. Jemma to check shed and buy more tattoos if needed.</b> |
|      | <b>Games Room and Lolly Wall</b> (Whales) – we have enough lollies in the shed.   | <b>Fiona to co-ordinate. Mary to buy sweets for consolation prizes.</b>  |
|      | <b>Hamper</b> (Hall)  | <b>Teachers to co-ordinate.</b>  |
|      | <b>Secret Room</b> (Angelfish)  | <b>Teachers to co-ordinate. Mary/Jen to buy wrapping paper and sellotape.</b>  |
|      | <b>Refreshments</b> (Hall) – Jemma’s mum has again kindly agreed to make some small cakes to sell.                        | <b>Angelfish Reps to organise and buy coffee/tea/squash (and check supplies in Friends cupboard in Hall).</b>                              |
|      | <b>Bottle Tombola</b> (Hall)  | <b>Volunteers required to run this.</b>  |
|      | <b>Sweet Tombola</b> (Hall)   | <b>Mary and Christina to co-ordinate.</b>  |
|      | <b>Entry to Fair</b> (Reception)  | <b>Jess to co-ordinate. Further volunteer(s) for fair entry required.</b>  |

**Date of next meeting – Thursday 11 January 2018, 8 pm at The Old Bell, Old Oxted.**