**BSAJ EVENT SHEET**

**Christmas Fair 2023**

* **Date**

2nd Dec 2023

* **School Contact**

Emma Croft – help with set up

Holly BSAJ – Treasury and Photographer (Emma Raye)

Abi Young BSAJ – volunteers and parent letter

* **Entertainment**

Photographer – organized by Holly BSAJ (pdf advert enclosed)

Teddy Tombola – teddy donations from parents – label teddies with name and write name on ticket for children to lucky dip then locate teddy.

Games Room – Set Up by school – BSAJ provide sweets (Moams)

Surprise Room – Donations from parents – candles/scarfs/beauty products/wallets/photoframes etc – BSAJ provide wrapping paper

Craft Room – BSAJ set up 3 or 4 craft areas for children – biscuit decorating, decoration making / canvas painting etc

Books/Toys Sale – donations from parents set up in nursery

Surprise Room – parent donations of age appropriate/ unisex toys/books for younger years and older years. Wrapped and hidden in 2 large boxes. Lucky dip

Santa Grotto – provide age appropriate presents for children (usually books bought from a website than wraps them in advance)

Jingle Jars – bring in jar, wrapped and filled with sweets, toys etc. Bring in on Friday in return for non uniform day. Label with raffle ticket, corresponding ticket placed in Tupperware. Children pick a ticket then locate the jar.

* **Food/Drink**
* Tom (School Chef) provide coffee/tea/soft drinks – needs advance notice of requirements
* Parents bring in Bake Goods (nut free) on day
* **Pricing**

£2.50 for adult

Various activities £1 each

* **Parent Communication**

Operoo – letter drafted by Abi Young

* **Risk Assessment**