



# BRISBANIA PUBLIC SCHOOL P & C FETE COMMITTEE

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Federation of Parents and Citizens' Associations of New South Wales  
committed to public education



Dear Parent

We need your help!

This year we will once again hold our biannual Spring Fete on Saturday 15th October but without the support of our school community we would be unable to make it a success.

We are looking for one stall coordinator from each class to help plan organise and manage the stall with the support of your class teacher and a band of helpers from the other class parents.

As the lead co-coordinator for one of our stalls I see your role as to:

- Liaise with the class teacher on all aspects of the stall.
- Organise volunteers to run the stall on the day. A roster of approximately five people during the course of the day is a good idea and means everyone gets to enjoy the fete..
- Work out what equipment and resources your stall will need.
- Find businesses that will donate what you need. There will be a small budget for equipment hire, if necessary, but the more you can organise to be donated the better.
- Stall set up and clear down (first to arrive, last to leave)

My name is Andrea Young and I'm the fete coordinator on behalf of the Brisbania P&C. My mobile phone number is 045 800 3651, please feel free to contact me if you have any questions..

In my role as fete coordinator I will assist you in any way that I can, and am responsible for providing stalls, tables, chairs and umbrellas etc. I also have access to a variety of suppliers for fete fundraising supplies and can arrange to order these for you, should you need my assistance.

Could you please complete the slip below and return to your class teacher as soon as possible, so that I can contact you as necessary. Please note that most contact is via email therefore this information is important.



Class	
Stall Idea:	
Coordinator Name:	
Contact Number:	
Email:	
Stall Requirements (incl power etc).	

I would also like to be considered for parent stall helper if not selected for stall coordinator  
Please tick

PRESIDENT: Liza Moulton  
VICE PRESIDENTS: Belinda Aldrick, & Zoe Clarkson  
TREASURER: Lisa Rance  
SECRETARY: Emma Brock  
FETE CO-ORDINATOR: Andrea Young