

# **General Information for all Stalls**

**Find General Resources and Info here:**

<https://yerongass150.com/stall-leaders-resources/>

## **Thank you!**

Firstly, thank you very much for volunteering to be a stall convenor for the 2021 school fete. Your time, interest and generosity are greatly appreciated by the fete committee and the Yeronga State School P&C.

## **Important Dates:**

Due date:	
Wednesday 17 <sup>th</sup> March	Sign Up Sheets Published (please ensure any amendments to sign up sheets have been made) <ul style="list-style-type: none"><li>- To Unofficial facebook groups (17<sup>th</sup> March)</li><li>- School Newsletter (21<sup>st</sup> March)</li><li>- Fete Newsletter (Friday 19<sup>th</sup> March)</li><li>- Posters arounds school (on going)</li><li>- Parent Rep notices (Friday 19<sup>th</sup> March)</li></ul>
Friday 23 <sup>rd</sup> April	Equipment Ordering Finalised <ul style="list-style-type: none"><li>- Fete committee will order equipment as per the last stall or recommendations made from previous leader. Please advise if you have any different requirements / amendments to equipment list noted in your brief.</li></ul>
Wednesday 5 <sup>th</sup> May	Stall leaders meeting <ul style="list-style-type: none"><li>- Volunteer sign up health</li><li>- Eftpos training</li><li>- Consumables</li><li>- Fete day specifics</li></ul>
Friday 7 <sup>th</sup> May	Stall Consumables Lists Finalised <ul style="list-style-type: none"><li>- Please liaise with Fete committee as to what consumables you will require. We have certain stock items left from last fete for packaging and plates and access to various discounted suppliers for fresh produce.</li></ul>
Monday 17 <sup>th</sup> May	Test and Tag <ul style="list-style-type: none"><li>- Bring and leave any electrical leads or equipment you will be lending for use at the stall. Once tested and tagged, the item cannot leave the premises.</li><li>- Please drop items into the Uniform Shop</li></ul>
Thursday 20 <sup>th</sup> / Friday 21 <sup>st</sup> May	Equipment Delivery and Set Up <ul style="list-style-type: none"><li>- Drop any tables / marquees and other equipment you are lending to the hall</li></ul>
Friday 21 <sup>st</sup> May	Fete Bump In <ul style="list-style-type: none"><li>- All marquees provided will be set up and ready to go for the stall set up on the Saturday morning. Tables will be set up also where possible.</li></ul>
Saturday 22 <sup>nd</sup> May	From 8:00am Stall Set up <ul style="list-style-type: none"><li>- Equipment to be collected from the Hall and set up of stall to be completed.</li></ul> Pack up <ul style="list-style-type: none"><li>- Pack up according to your set pack up time or once sold out</li><li>- Return all items to the hall for storage and collection on the Sunday / Monday</li></ul>
Sunday 23 <sup>rd</sup> / Monday 24 <sup>th</sup> May	Collection of items <ul style="list-style-type: none"><li>- If you have lent any items such as tables / marquees / power cords / portable lights etc you can collect them from the hall on these days.</li></ul>
Friday 28 <sup>th</sup> May	Reimbursements Cut Off <ul style="list-style-type: none"><li>- Please ensure all receipts have ben submitted for reimbursement prior to this date.</li></ul>
TBA	Stall Leaders debrief and drinks <ul style="list-style-type: none"><li>- A time to celebrate our achievements, learn how we performed, discuss feedback, improvements, changes.</li></ul>

Updated: 10<sup>th</sup> March 2021

## **Volunteer Sign Up Sheets**

As a stall leader you are not expected to be with your stall all day. It is your job to arrange volunteer rosters to make sure your stall is manned all day. Therefore, your first task is to set up your sign up sheets to enlist volunteers for the stall on the day (or in the lead up also if your stall has pre-fete preparation tasks).

A Sign Up sheet (using signup.com) has been copied based on the same stall from the last. **We will send you a link to your stall sign up via email.** We would ask you to check this and advise of any updates or changes to better suit how your stall might run. Most stalls ask people to volunteer for an hour and will require a couple of volunteers per hour. Some stalls only require 1 volunteer per hour, if your stall has been run before, this should be specified in your stall brief, if you have a new stall, we suggest two people per hour as a minimum (besides it is more social). Ensure that you include set-up and pack away in your timetable.

Signup.com allows for a printout of volunteers and phone numbers – handy to keep in case of no shows or if people are running late. **We will provide you login in details to sign up when we send through your link.**

## **Communications:**

A contact list with names and emails of people will be provided and is available on the resource page for your reference. If you have any notices for inclusion in parent rep updates / school or fete newsletters, or social media posts please send them through to [yssfete@gmail.com](mailto:yssfete@gmail.com) or [yssfetemarketing@gmail.com](mailto:yssfetemarketing@gmail.com) with any images and text ready to go:

- Parent rep notices – weekly by Friday 8pm for inclusion to be sent out on the Sunday
- School Newsletter – fortnightly the Sunday before the newsletter is sent out (Thursdays fortnightly) check on schoolzines for last newsletter as a reference point for timing.
- Social Media - anytime

## **Covid Safe Planning**

Volunteers will be required to:

1. Sign in and confirm they have not been ill.
2. Confirm they are familiar with the school's safety policy.  
(We will have QR codes set up to facilitate the above requirements laminated and ready for display at your stall along with hygiene practice infographics)
3. Practice safe distancing / encourage others to do the same.
4. Practice hygiene processes in line with covid safe plan (hand sanitiser will be available for each stall)

Stall Set requirements:

1. Create clear entry and exit points for lines with adequate spacing marks of 1.5m
2. Have hand sanitising stations.
3. Display hygiene posters

## **Food handling and safety**

For food stall leaders, we recommend reading and becoming familiar with the information and recommendations made within the brochure in the following link.

[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0024/441528/fundraising-events.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0024/441528/fundraising-events.pdf)

## **General Safety:**

We encourage everyone to practice safe execution of tasks.

- take reasonable care for your own health and safety
- take reasonable care to ensure you don't affect the health and safety of others
- carry out your tasks in a safe way

- use safety steps or properly erected ladders when requiring elevation and ensure you have someone to stabilise ladders.
- When working with high risk equipment (hot surfaces / electrical appliances / sharp utensils) use protective equipment or take necessary precautions to reduce adverse incidents
- Keep children away from areas that may have a higher incident risk (areas with machinery / hot or sharp objects / breakable objects / moving objects)
- Do not work under the influence of drugs or alcohol

### **Incident Reporting:**

In the event of an incident, report to the Fete Coordinator Juliet Brooks 0417177199 [yssfete@gmail.com](mailto:yssfete@gmail.com) . An incident report form can be filled in online or at the first aid tent. A laminated poster with QR codes to forms and a list of phone numbers to call in emergency will be distributed on Fete day to be displayed for volunteers to use if necessary (form available through resource page).

### **Event Medic:**

There will be an event Medic at the event located in a First Aid tent located close to the stage. All injuries can be reported and dealt with there. The medic can escalate to ambulance any incidents that aren't able to be appropriately dealt with on site.

### **Tables Marquees and chairs etc:**

The Fete committee will endeavour to have marquees set up on the Friday afternoon preceding the fete. We encourage early drop of any lent items that need setting up (marquees / fold up tables etc) to be left in the hall – clearly marked with your name, phone number and stall.

### **Extension leads etc:**

All things electrical have to be checked by an electrician. We will arrange for an electrician to test and tag all equipment including extension cords, fairy lights etc the evening before the fete (Friday night). The morning of the fete you will need to be onsite for set up, with sufficient time for that to occur. You will be required to provide all extension cords of the appropriate length. We can assist you with sourcing these if you need help.

### **Hire of outside equipment:**

The fete committee will be hiring equipment based on previous stall operations and feedback. Please liaise with the fete committee with any changes to the equipment that will need to be hired for your stall (BBQ, Deep Fryer etc) as soon as possible. We will negotiate with a supplier for the best prices, delivery and collection and hopefully keep our costs down.

### **Fete layout:**

A fete map will be available at the meeting detailing where every stall is located. Please consider the position/layout of your stall. If you have any concerns, please let Juliet know as soon as possible.

### **Set up & Pack Up:**

This year, we will set up the marquees on the Friday bump in. You and your team of volunteers will be responsible for the setting up and packing up of your stall. This is something you should allocate volunteers from your class/es for. Getting people to help pack up is notoriously difficult, so keep this in mind and aim to secure volunteers for this early on. Set up is predominately Sat am of the fete and pack up is Sat pm after the fete, with an aim to be totally packed up by 8:30pm.

### **Equipment Collection:**

Check your stall location first to see what has been set up. Equipment specific to your stall can be collected from the hall **from 8:00am Saturday** morning.

### **Equipment Return:**

All packed and cleaned equipment can be returned to the hall for safe storage until hiring company or owners of lent equipment to collect on Sunday the 23<sup>rd</sup> or Monday the 24<sup>th</sup>.

### **Vehicles: (as per market stall holder's policy)**

Vehicles are permitted on the oval between the hours 8am to 9:30am *only* (food trucks excepted). No vehicles will be permitted to enter the oval after 9:15am. This will be strictly enforced. Please arrive early to ensure you have sufficient time for set up. Please drive slowly (max 5km p/h) and be aware that there will be children about. All vehicles must be off the oval by 9:30am. Please do not park in the areas marked with witches' hats - these areas must be kept free for emergency vehicles. Do not block entry/exits at any time. Pack up is 4.30pm - 5.30pm (unless otherwise indicated). As there will be many young children on the oval at that time, vehicles will not be allowed back on the oval for pack up. Stalls must be packed up and off the oval by 5:30pm to comply with safety requirements for the fireworks.

### **Money Money Money!**

A separate reference sheet for money procedures will be issued at a later meeting covering money collections, change requests, money security.

### **Eftpos terminals:**

In line with reducing money handling for Covid safety and security of volunteers, we are working on sourcing eftpos facilities for most stalls. We should have these early May and should be able to discuss further at our pre-fete stall leaders meeting on Wednesday the 5<sup>th</sup> May.

### **Float:**

The Committee will provide each stall with a float on the day of the fete. Please read your briefs from last fete and let us know if there are any requirements regarding your float e.g. lots of 50c pieces, float was too small last time etc. During the event your cash will be periodically collected, and change delivered if needed. More on this at the pre-fete stall leader meeting.

### **Purchases of stall ingredients/equipment/supplies:**

We trust our stall convenors to make wise decisions regarding the materials/ingredients needed for their stalls. The less money we have to outlay, the more money we make and the greater the benefit to the school. For many of the stalls that have been run at previous fetes you will have prices and suppliers used for this occasion. Please use this as a guide of what to expect as a reasonable cost outlay.

### **Reimbursements:**

Please have all expenses approved by Juliet before committing to any purchases. You may pay for approved items yourself and seek reimbursement. Please keep all receipts for reimbursement. **No receipt, no reimbursement.** Alternatively, please provide invoices for payment to the committee or request a cheque/other payment method if needed. Reimbursement form on resource page.

### **Disposable goods:**

The Fete Committee has some stock available for disposable goods and we are following the eco friendly advice given by the school's green team. We will liaise with you for your stall's requirements in the coming weeks.

### **Fete Debrief Forms:**

Please track information and learnings along the way and record them on the Fete Debrief forms to assist future stall leaders. Form available on resource page.

### **Thanks again**

Once again thank you for volunteering to co-ordinate a stall. We want this to be an enjoyable experience for you. If you have any questions or concerns please do not hesitate to contact one of the fete committee or email on [yssfete@gmail.com](mailto:yssfete@gmail.com).

The 2021 YSS Fete Committee

Updated: 10<sup>th</sup> March 2021

