

## **Admissions**

### **Overview**

You will have a table at the entrance gate and be taking the Admissions money as well as giving out the Summer Fair program.

### **Volunteers**

Please organise a rota of volunteer parents from your class to man the stall from 11.15am onwards. You will need at least 2 volunteers to run the stall during set up time and probably 3 volunteers once the school gates open at 12 noon to take money and give out the programs, etc. The more the better as it keeps the queue for the entrance moving quickly (especially if it is hot & sunny)

### **Banner**

Please make a large banner/poster, with entrance prices:

- £1.00 Adults
- 50p Children/Senior Citizens
- Discretion is permitted

### **Stall Set Up**

Please decorate your area festively with bamboo/ bunting etc.

Volunteers doing the setting up will need to find one of the summer fair organisers who will have the box of programs and raffle list. Assign one of the stall holders to rove around inside the school and playgrounds between 11.15-11.55am asking all those parents setting up stalls for their admission fees (and their children's if they've brought the kids with them). This worked well in 2005 raising £50 from those already in the school setting up

EVERYONE pays to get into the summer fair, including those helping on stalls, organising food in the kitchens etc. It is surprising how many people try to avoid paying because they are volunteer helpers! In theory, every parent/carer at the school could be helping and we would have no admissions to charge! Consider stamping hands as people pay,

Please do not open the entrance gates to the school until 12 noon - people always try to come in early and the stall holders need the time to set up! In the past the set up crew *got* stressed by early entries constantly asking 'How much is this? Can I buy that?' whilst they were trying to finish off setting up!