

Summary of Summer Fair Plan

Created on June 02, 2026 by [Summary AI](#)

Action Items

Jade Bunker **Create event poster & upload tickets**

Create and finalise the event poster and upload the ticket listings to the ticketing platform so sales can start within the target window.

Jade Bunker **Obtain ice cream vendor insurance**

Obtain a copy of the ice cream van's public liability insurance and circulate it in advance of the event.

Jade Bunker **Confirm stalls & supplies with Millie**

Speak to Millie to confirm stall decorations, required supplies (including Tesco donations), and check all stall decoration/purchase completion before the event.

Becky Stubbins **Follow up John Dutton**

Follow up with John Dutton to confirm his availability for the football/football goals donation and update the team on whether to draft alternative volunteers (dads) if unavailable.

Jade Bunker **Start ticket sales & monitor uptake**

Get ticket sales set up and live (aiming to start in the next week or two) and monitor purchases to report expected attendance figures ahead of the 30 June meeting.

Jade Bunker **Purchase temporary tattoos & decorations**

Purchase the agreed temporary tattoos, red face paint/stencils and other decorations and prepare them for stall distribution.

Jade Bunker **Liaise with Millie on mask-making**

Liaise separately with Millie to decide whether she will source materials for the mask-making stall or if the organising team should provide them.

Becky Stubbins **Check cones and shed inventory**

Check the shed to confirm availability of cones and other site equipment and report if additional cones or backups are needed for emergency access control.

Becky Stubbins **Check raffle ticket stock**

Verify the current stock of raffle/tombola tickets and confirm whether more tickets are required; report back to the team.

Becky Stubbins **Pass raffle tickets to Amelie**

If raffle tickets are available, pass them to Amelie (or JJ) so she can manage tombola preparations.

Judi Jackson **Notify Caroline Charters about first-aid role**

Let Caroline Charters know she is added to the first-aid roster so staffing and cover around 4:30–6:00pm are confirmed.

Make a note of which school/year the Jigsaw children are from so their staffing/timings and room usage are confirmed in the plan.

Overview

- Meeting covered logistics for an upcoming summer fair on **Friday 10 July**; organisers targeted tickets live with a **4-week window** (2 weeks sales + 2 weeks tracking) and aimed to have sales running within **~2 weeks**.
- Key operational areas: **stalls & layout, food vendors, safety / first aid, games & activities, and communications** (poster / ticket upload / WhatsApp).
- Staffing assignments and resource checks were confirmed for gates, toilets, bins, first aid, and rubbish removal; an on-site ice cream van was agreed with insurance requested.
- Next planning meeting: **Tuesday 30 June, 9:00 AM** (final check ~1 week before event).

Event & ticketing

- The group agreed final ticketing approach: **children £10** (includes raffle ticket), **adult £5**, with a suggested **25% sibling discount** or alternate blended option at **£7.50** for extra child.
- Ticket sales timeline: aim to have tickets uploaded and on sale **within the next week or two**, giving a **4-week window** before the event to monitor uptake.
- Communications: an event poster and ticket listing will be prepared and shared in the group WhatsApp; all teachers have been emailed about roles/locations for the day.

Stalls, layout & supplies

- Stall list reviewed: Oktoberfest, Diwali, Brazil, Chinese New Year, British games, cake stall, tombola and more; many decorations and small purchases already identified.
- Layout principle: spread stalls across **playground and adjacent grass/field** rather than clustering everything in one area; Brazil/football at lower field; emphasis on keeping high-traffic stalls on playground where possible.
- Supply checks: bins (builders/bin bags), replacement serviettes/cups, decorations, temporary tattoos, blindfolds, palettes/pallets discussed; plan to deploy **3 external bins** and monitor/replace bags during the event.
- Some items will be recycled from previous years; a design/layout will be circulated to finalise stall positions.

Food & vendors

- Ice cream van confirmed to attend; organisers agreed it should be parked visible on the playground/decking area for serving (self-contained power).
- Requirements noted: obtain copy of vendor **public liability insurance** in advance and confirm where the van will park (near decking/entrance, clear of entry/exit flow).
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Catering setup: tea/coffee and cake stall to supply paper cups and allergy labelling; barbecue requires **3 people** ideally (1 focused on grill + 2 serving) and stock of cleaning/dishes arrangement.

Safety, crowd & site management

- First-aid coverage: qualified / designated first aiders identified (named staff) and fallback backup discussed to cover the gate shift and event period.
- Emergency / crowd control: cones (to check in shed) and signage (no-entry / emergency exits) to be prepared; plan for coning off emergency access if needed.
- Fire & electrical: a fire blanket was allocated for the barbecue; electrical items to be PAT/pack tested where relevant (noted that many items are battery/USB powered).
- Safeguarding: no children under **12** to exit fair unaccompanied; toilets protocol agreed (use corridor end toilets, monitor occasionally) and a toilet-monitor role proposed to check for spills and supplies.

Activities & entertainment

- Games & attractions confirmed: giant Jenga, giant chess, beanbag games, knots & crosses, football goals / shootout, Brazil carnival area, coconut shy, pin-the-tail (dragon), craft/maskmaking, temporary tattoos and supervised craft corners.
- Children's activity approach: mainly free-play/participation (not necessarily competitive), with adults supervising where needed; some stalls to hold light competitions or scoreboards optionally.
- Sound & music: a PA / disco setup exists but not planned as central feature; any powered equipment should be pack-tested and positioned to avoid disruption; plan for stage/covering for weather sensitive items.

Schedule & governance

- Staffing and roles: gate/entrance cover, playground/field supervisors, first aid backup, BBQ staffing rota and stall tidy/up responsibilities assigned in principle; volunteers to tidy their stall at close and floaters will collect remaining rubbish.
- Waste & tidy up: plan to bring out bin bags, monitor and change frequently; caretaker/cleaner will assist in evening to clear remaining rubbish.
- Communications: organisers will maintain a WhatsApp group and share the final plan and stall map there; teachers have been emailed to confirm positions and start times.

Outlook / decisions

- Final layout and stall map to be circulated ahead of the next meeting so everyone knows positions and responsibilities.
- Next full planning meeting scheduled for **Tuesday 30 June at 9:00 AM** to perform the final pre-event check (approx **one week** before the fair).