

# ST. JOHN'S SCHOOL GALA NEWS

Issue 1: Friday 22nd June 2018

## OUR GALA

This year, the Annual St. John's School Gala is on **Friday 9th November**. Proceeds from the event are going towards the upgrade of our playground, to encompass a soft fall upgrade and new equipment for the junior school. Although the Gala is months away, our Gala Committee have preparations already underway. The committee for 2018 is: Katrina Little, Nicola Ritson, Rachael Chandler, Sara Prendergast, Tania Smith, Kate Drury and Rachael O'Brien.

However, the Gala takes a whole school community effort as there is a huge amount of organisation and work that goes into our annual fundraising event (this is detailed below in the following Committees & Helpers article). We would love to see every family involved.

We are happy to confirm many of the wonderful stall and activity leaders from last year are returning to do their part; however, there are a few vacancies we need to fill asap. This is detailed on the volunteer sign up form. Our Leaders, will be putting together teams of helpers for each of their stalls/activities. Some need helpers leading up to the Gala, and some just need helpers on the day. We also need lots of general sorters and organisers in the month leading up to the Gala too.

Let's all do our bit, and make the 2018 Gala another fabulous fundraising event!



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## COMMITTEES & HELPERS

There are many roles involved in putting such a huge event together. To give you an idea, here is a breakdown of those roles.

**Gala Committee:** responsible for facilitating the overall Gala coordination. They are the main contact point for enquiries, liaise with Managers and Leaders, call meetings, coordinate the site plan, keep organisation moving along, risk management, communication with our school community and reporting back to the PTFA and Principal.

### Stall & Activities:

For each stall and activity, we have a Leader and their helpers.

- **Entertainment & Activities:** stage entertainment, and kid's activities eg inflatables, laser tag, trampoline etc.
- **Stalls (Market Place):** Books, Garden, White Elephant and Toys stalls.
- **Stalls (Food & Other):** International food stalls (equipment, pricing, signage).
- **Raffle & Auctions:** Live Auction, Silent Auction, Quick-Fire Raffle, Tombola and Raffle. Liaise with Sponsorship & Donations Coordinator re donated prizes etc.

### Other Sub-Committees and/or Managers:

- **Marketing & Promotion:** website, social media, publicity, signage; internally & externally.
- **Sponsorship & Donations:** seeking and securing sponsorship (cash & in-kind) and donated prizes.

*continued over...*



## SPONSORSHIP & DONATIONS

We'd appreciate it if you'd start thinking about any businesses you're involved with or in contact with that could either potentially be a sponsor for our Gala (either in-kind or cash), and/or donate goods to be used as prizes and auction items. The Live Auction need some big ticket items. The Silent Auction, Quick Fire Raffle, Tombola and Lucky Dip require prizes too.

Please email: [sjmb.gala@gmail.com](mailto:sjmb.gala@gmail.com) if you have some ideas or prospective businesses, so we can send out a sponsorship letter inviting them to be involved.

ST. JOHN'S SCHOOL GALA  
FRIDAY 9TH NOVEMBER 2018

Email: [sjmb.gala@gmail.com](mailto:sjmb.gala@gmail.com) | Website: <http://stjohnsgala.weebly.com>

Facebook: <https://www.facebook.com/StJohnsSchoolGALA>

## COMMITTEES continued.....

**Infrastructure & Equipment:** responsible for coordination of all infrastructure and equipment requirements, including storage container, marquees, stages, sound, seating, shade, power.

- **Set Up & Pack Up:** responsible for coordinating the set up and pack up of the event, including recruitment and coordination of helpers.

### Helpers are needed:

1. for the 2-3 week lead up to the Gala (sorting, ordering, preparing etc) (may only be 10min a day).
2. for set up on the day of the Gala (how ever much time you can give; 1/2hr, 1hr, all day).
3. to be rostered on to help run a stall/activity during the Gala (can be as little as a 1/2hr shift).

**CAN YOU BE A DONATIONS TEAM HELPER?**  
**The Auctions & Raffles are a big earner at the Gala, and we need prizes secured!**  
**We give you a list of contacts (approx. 10) and you email & follow-up call these businesses for us. If you have a spare hour or two, please email [sjmb.gala@gmail.com](mailto:sjmb.gala@gmail.com) or fill out the return form attached.**

## GALA ACTIVITIES & ENTERTAINMENT

Below is what could be on offer at the Gala this year. We are always open to new ideas, so please get in touch.

Balloons | Basketball Challenge | Books | Busking | Candy Floss | Café | Chocolate Trailer | Face Painting | Fantasyland (Inflatable) | Food Alley | Games | Hair Braiding | Homewares Stall | Ice Creams | Lucky Dips | Lucky Envelope | Mission Impossible (Inflatable) | Nail Painting & Tattoos | Nerf War | Police Radar Race | Preserves | Produce & Plants | Quick Fire Raffles | Raffle | Silent & Live Auction | Small Children's Games | Smash a Plate | Soccer Challenge | Spin Art | Sponge Throw | Sweets & Cakes | Tombola | Toys | Train Rides | Trampoline | White Elephant



## GALA TIMELINE

Below is an approximate timeline of what to expect later on in the year.

### Early Term Three (early August):

- Sponsorship/donation form sent home

### 8 weeks to go (mid September):

- Flyer #1: lucky envelopes, chocolate blocks, wrapped lollies; facebook & website promotion

### 7 weeks to go:

- Flyer #2: garden & preserves. Calendar packs sent home.

### 6 weeks to go:

- Flyer #3: fill the container (2nd hand books, toys, white elephant), final call for Auction item donations.

**\*\*SCHOOL HOLIDAYS\*\***

### 3 weeks to go:

- Flyer #4: lucky dip, tombola, quick fire raffle.

### 2 weeks to go:

- Auction items close

### 1 week to go:

- Flyer #5: - Letterbox flyers  
- Cake/slice box sent home (Fri 2nd Nov)

### 0 weeks to go (week of the Gala):

- Flyer #6: Last call for items and helpers.  
- Gala Programme Booklet sent home.

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# ST. JOHN'S SCHOOL GALA VOLUNTEER SIGN UP FORM



If you're not already appointed to a job and would like to be involved,  
please return this form by **FRIDAY 29TH JUNE**.  
**(1000 House Points on return of the form)**, indicating which job you can help with.

1000 House Points!

First Name:  Surname:

Phone:

Email:

Eldest Child:  Class:

**In the table below, the white boxes are the vacancies we need to fill.**

Note your name (and/or husband's, aunty's grandparent's etc!) in whichever white box(es) you want to help with, or if you're not sure which task interests you, please mark in one of the two boxes below the table.

JOB	LEADER	HELPERS
Sponsorship & Donations <b>URGENT!</b>		
Manage the Container		
Raffles & Auctions	-	
Sorter / Wrapper (leading up to Gala)	-	
On the day Set Up and/or Pack Up	-	
Stall helper on the day (any stall)	-	

I wish to help but need more information <i>(we will call you)</i>	Name: <input type="text"/>
I wish to help; use me where you need me!	Name: <input type="text"/>

Please return this form to the **school office**, or scan and email back to  
**[sjmb.gala@gmail.com](mailto:sjmb.gala@gmail.com)** by **FRIDAY 29TH JUNE 2018**.

**LET'S ALL WORK TOGETHER FOR OUR SCHOOL!**