

Birthday Celebrations

9th June 3.30 – 4.45pm

Staff Volunteers

Decorate hall	Put up bunting before school	
Decorate hall	Put up bunting before school	
Decorate hall	Put up bunting before school	Sylvia + Natalie
Decorate hall	Tie bows to doors etc	Sylvia + Natalie
Set up skittle alley	Please see MB for plan	Matthew (but needs a plan first!)
Set up raffle prize tables	Move tables to hall and display raffle prizes	Wendy
Set up cold refreshment tables	Move table to hall, make squash, set up supplies	Catherine
Set up hot refreshment tables	Move table to hall, set up urn in good time, set up drink supplies	Phil. C
Set up tin can alley tables	Move table and set up cans	✓ AC TO NW
Set up tin can alley tables	Move table and set up cans	
Cold Refreshments	Keeping stocks topped up, serving visitors	{ Alison, Tammy
Cold Refreshments	Keeping stocks topped up, serving visitors	+ Sarah
Hot Refreshments	Making and serving hot drinks on request	Claire
Hot Refreshments	Making and serving hot drinks on request	Jo Bodurca
Cake raffle ticket sales	Mingling/selling tickets £1 per strip/writing contact details	Laise J xxxxxxxx
Cake raffle ticket sales	Mingling/selling tickets/taking money £1 per strip	Michelle M
Chocolate egg raffle ticket sales	Mingling/selling tickets £1 per strip/writing contact details	Emma Bennett
Chocolate egg raffle ticket sales	Mingling/selling tickets/taking money £1 per strip	Louise. K. Jo. R.
Inflatable dartboard game	Explaining rules/take £1 per go	Jane B
Inflatable dartboard game	Noting names and scores	Jane B
Skittle alley	Explaining rules and ensuring fair play	Matthew/Damen

Needs one more person

DTO

Connect 4	Explaining rules and ensuring fair play	None -
Ice cream Van	Marking names off class list and totalling numbers at the end. Confirming final number to AC so payment can be made.	NW.
Bouncy castle	Ensure safe and fair play (with company staff). Take money.	Laura Laura.
Bouncy castle	Ensure safe and fair play (with company staff). Use stopwatch for timekeeping	Rona
Inflatable Assault Course	Ensure safe and fair play (with company staff). Take money	Clare
Inflatable Assault Course	Ensure safe and fair play (with company staff). Use stopwatch for timekeeping	JoB.
Tin can alley	Restacking tins/giving sweets for each attempt. Updating leader board	{ Joq.
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