



TGS PTA EVENT FEEDBACK FORM

Year 7 Disco

Requirements	Quantity	Location
Fizzy drinks	2 x 24 cans	Bookers
Bottled water	1 x 24 bottles	Bookers
Variety of crisps	2 x 14 packs	Bookers
Lollies	1 x 150 pack	Bookers
Various sweets & muffins	Variety – see attached receipt	Bookers
Bin Bags for rubbish	6	Estates
Large tables	4 (tuck shop)	Estates
Signs with prices	Various	
PTA Aprons	1 per person (tuck shop team)	Lynn Gadsby
Wipes for cleaning tables	1 packet	Purchase from shop
Tea and coffee for volunteers (free)	Enough for all volunteers	Supplies & urn in uniform shop
Milk	1L	Purchase from shop

Prices

Item	Quantity	Purchase Cost	Sale Price
7Up	24	37p	50p
7Up FREE	24	27p	50p
Capri Sun	15	80p	£1
Water	48	50p	£1
Cheese Puffs	14	34p	50p
S&V Sticks	14	34p	50p
Choc Muffins	24	26p	50p
Blueberry Muffins	24	26p	50p
Tongue Painter Lollies	150	4p	10p for 2
Bags of Sweets	12	75p	£1
Bags of lollies	12	75p	£1



Float Details

Float is supplied by the PTA Treasurer who has a detailed breakdown of the floats for each event. If you find that you ran out of certain coins/notes please feed this back so that it can be corrected for next time. All floats are left with reception at least 24 hours before the event. So please ensure that you collect on time. Reception hours are usually 9-4pm. Outside those hours you may not be able to collect funds kept in the safe. It is advisable to lock the float box in your car whilst you are setting up. Please ensure that you count up the cash taken after the event and use the form provided to log totals. Return to reception where possible or hand back to the treasurer for banking within 24 hours.

Advance Planning

A date will be agreed with Sarah Lamplugh who co-ordinates the school calendar. This should be the first couple of weeks in September once the new Year 7 have settled in. Posters will need to be organised earlier on in the year as information regarding the disco is sent to parents in the Induction Packs sent by Mrs Court. Posters will also be on display at the Year 7 Induction evening.

An event will need to be added to the PTA website in order for parents to purchase tickets online. The price is £6.50. All 180 year 7 entrants are invited, however usual attendance is 130-150. We also invite the new Year 7 Judd boys to join us and on average around 50 attend.

Book the DJ well in advance. TGS PTA contact is **Luke Swift**: www.megamixdisco.co.uk 077990 578 133 who charges £175 for the evening and will require a cash payment. Request this in advance from the Treasurer who will put it in the float box.

Complete both a Risk Assessment and a TGS Event Form and send them both to Sarah Lamplugh and Jeremy Kenyon at least a week in advance of the event also complete an Expenses Claim form to send to the Treasurer along with receipts in order to claim any out of pocket costs. All forms and copies previous examples can be requested from Lynn Gadsby.

A first Aider must be requested as sometimes minor accidents happen. We usually contact ScoutMed 2 or 3 months in advance to book, it is a free service but very slow to confirm.

Lists Required:

- Check-in/out lists for ALL attendees. For security they must be checked in and out and parents MUST leave a contact number.
- List of volunteers with contact numbers



Volunteers

We require at least 3 staff volunteers and 20 parents. This may seem like quite a lot, but there are nearly 200 children to supervise and year 7 parents will generally volunteer to help. Contact all volunteers at least 24 hours in advance with details of where to meet and what time. Give at least 1 hour to set-up as you will need to move furniture. All volunteers should report to the Arnold Room, as this is the main holding area for bags and check in. Volunteers can be contacted via the PTA website. Alternatively a list of volunteers can be sent to you for you to direct mail.

On the Day

Split the volunteers into 6 groups:

- Check-in Team
- Cloak room
- Tuck shop
- Corridor supervisors (lots of running up and down stairs!)
- Check-out team
- Hall supervisors (mainly teachers. Preferably not current year 7 parents)

Check In & Check Out

Tick off each child as they arrive using the check in list and ensure you have an emergency contact number. Encourage children to leave coats in the Cloak Room area. Once the disco is over around 8.50pm children must move through the Arnold Room and be signed out before they leave. No child must go outside without their parent present. It helps if parents are kept outside and names are called by a volunteer so that children can be filtered out one-by-one. This process can take up to 30 mins so staff check-out accordingly.



Tips and Tricks

- Ensure all drinks are chilled. The children get very hot. Drinks can be stored in the food tech room. Liaise with Mr Kenyon re storage the day before.
- Estates Contact details – Mb Contact 07788 272 300 Jeremy Kenyon (estates manager) Rob, Carole or Richard.
- The key to the Uniform shop is with reception and will need to be collected during office hours.
- Any questions or queries before during or after the event can be directed to Lynn Gadsby: 0777 553 7149 or gadsby.family@gmail.com
- Lots of signage is required. EG toilets, refreshments, check-in desk and price lists.

NOTE: THIS IS A PRE-BOOKED TICKET ONLY EVENT. FOR HEALTH AND SAFETY REASONS WE DO NOT ACCEPT ENTRIES ON THE DOOR. THIS IS MADE VERY CLEAR ON THE WEBSITE AND CHILDREN WILL BE TURNED AWAY IF TICKETS ARE NOT PRE-BOOKED.



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INVOICE NUMBER 0366720 PAGE 01
 DATE 17/09/18 TIME 15:23

CODE	DESCRIPTION	PACK SIZE	QTY	PRICE	VALUE	VAT	STD RRP	POR	unit price
233616	7UP Can PM65	24 330ml	1	7.45	7.45	B 5.94	0.65	42.7%	37p
384313	7UP FREE	24 330ml	1	5.49	5.49	B 6.54	0.80	65.7%	27p
046118	Capri Sun Orange Scrw Top	15 330ml	1	9.99	9.99	B 11.99	1.19	32.8%	80p
899575	H/land Spring Water StillPET	24 500ml	2	4.99	9.98	B 11.98	0.59	57.7%	80p
208414	HS Cheese Puffs PM59 2/100	14 75g	1	3.99	3.99	B	0.59	42.0%	
208435	HS Salt Ving Stks PM59 2/100	14 75g	1	3.99	3.99	B 4.79	0.59	42.0%	34p
RETAIL GROCERY SUB-TOTAL : ITEMS 7				GOODS :	40.89	EXC.VAT			
141215	HS Chocolate Muffins PM150	6 4s	1	6.29	6.29	A	1.50	30.1%	26p
141216	HS Blueberry Muffins PM150	6 4s	1	6.29	6.29	A	1.50	30.1%	26p
CHILLED SUB-TOTAL : ITEMS 2				GOODS :	12.58	EXC.VAT			
113649	Tongue Painter Lollies	1 150s	1	4.79	4.79	B 6.75	0.75	23.4%	4p
120507	Loadsa Sweets PM100	12 Sgl	1	7.49	7.49	B 8.99	1.00	25.1%	
120529	Loadsa Lollies PM100	12 Sgl	1	7.49	7.49	B	1.00	25.1%	75p
CONFECTIONERY SUB-TOTAL : ITEMS 3				GOODS :	19.77	EXC.VAT			

*** CARDHOLDER COPY ***

BOOKER LIMITED
 TUNBRIDGE WELLS
 Kingstanding B Park
 Kingstanding Way
 Tunbridge Wells
 TN2 3UP

Visa Debit
 *****6042
 SALE
 ICC
 Please debit my account

Amount: £85.37
TOTAL: £85.37

PIN VERIFIED
 Please keep receipt for your records
 PTID: 31529345
 MID: *****21906
 TID: *****0681
 Date: 17/09/2018

NETT	12.58	VAT	0.00	TOTALS: GOODS	73.24	:CASH	0.00
					12.13	:CREDIT	0.00
	60.66		12.13			:CHQ B	0.00
				INVOICE TOTAL	85.37	:CHQ P	0.00
				OUTSTANDING	0.00	:C/CARD	0.00
				WAITING TO PAY	0.00	:D/CARD	85.37
						:T/COUP	0.00
				GRAND TOTAL	85.37	:R/COUP	0.00