**SPRING FAIR SUNDAY 25TH OCTOBER, 2015**

**YOUR HELP WOULD BE GREATLY APPRECIATED**

**SEEKING CORE TEAM CO-ORDINATION & TEAM MEMBER ROLES**

<table>
<thead>
<tr>
<th>Spring Fair Overall Event Coordinator</th>
<th>Event Management Logistics Coordinator (Paul White) &amp; Logistics team</th>
<th>Secretary</th>
<th>Treasurer (Mal Foubister) Finance team (Andrea McDonald)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publicity Officer (Sally Quinn) &amp; Publicity Volunteer Team (Alison de Lorm) (Geoff Anderson)</td>
<td>Fundraising Co-Ordinator (Pip Sanders) &amp; Fundraising Team</td>
<td>PAL Raffle Coordinator (Cynthia Keithly) &amp; Raffle Team</td>
<td>Retail Stall Co-ordinator &amp; Retail stalls team</td>
</tr>
<tr>
<td>Food &amp; Drinks Stalls Coordinator (Cathy Bowden) &amp; Food &amp; Drink Stall Team</td>
<td>Volunteer Coordinator (Marea Hall) &amp; Volunteer team</td>
<td>Entertainment Coordinator</td>
<td>School Stall Coordinator &amp; School Stall Team</td>
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*We would welcome your involvement*, recognising you will be part of a broader Spring Fair team, who will help and work with you and many additional volunteers in preparing for the event. We will also have access to previous years planning documentation/run sheets, to understand what jobs are required and when they should be done. Please think about taking on one of the vacant coordinator roles or volunteering as part of a team.

Please return this slip to the Development Office or send an email with the information to events@loretanh.nsw.edu.au

I would like to express interest in one of the following volunteer positions associated with the Loreto Spring Fair 2015:

Parent Name/s: ________________________ Contact Number: ________________________

Email: ________________________________________________________________________

Daughter’s Name /Year/House: ____________________/_________________/__________________

Team Co-ordinator role interested in: __________________________________________________

Sub team interested in volunteering as a team member: __________________________________________________

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<tr>
<th>Area of Responsibility</th>
<th>Duties Required</th>
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| Event Coordination Team (Convenors) | • Organise Volunteer meetings  
• Organise team lead meetings / phone calls  
• Focal point for issues arising  
• Ensuring successful delivery of Loreto Spring Fair |
| Event Management-Logistics | • Risks and Issues Register  
• Contact for School Maintenance team.  
• Stall Configuration Diagram  
• Wet weather Plan  
• Obtain Walkie talkies  
• Liaise with Rides and Tent suppliers |
| Secretary | • Maintain Management Grid  
• Manage all enquires through PAL website  
• Route email traffic to appropriate home  
• Arrange any other email reminders through school reception  
• Production of documents as required |
| Treasurer | • Collection and counting of money  
• Floats, change and banking  
• Budgets and reporting |
| Publicity | • Spring Fair newsletter, method and frequency  
• Seek permission to hang Banners  
• Organise to hang Banners  
• Program for fair day |
| Fundraising Coordinator | • Maintain register of business partners to contact for donations  
• Engage Local Businesses for support |
| PAL Raffle | • Source prizes  
• Organise printing of raffle tickets  
• Distribution and collection of raffle stubs  
• Fair day, organize raffle draw |
| Retail Stalls | • Coordinating with retail stall owners  
• Confirming attendance  
• Ensuring fees paid  
• Confirming their physical location |
| Food & Drinks Stalls Coordinator | • Co-ordinate with food stall holders  
• Confirm requirements for logistics  
• Confirm physical location |
| Volunteer Coordinator | • Gather volunteer requirements from stallholders  
• Collection and collation of volunteers by email, newsletters and Trybooking  
• Name tags and rosters for volunteers  
• Sign in sheets for volunteers |
| Entertainment Coordinator | • Liaise with school for LON bands and groups to perform  
• Liaise with outside dance and school bands to perform  
• Develop entertainment program  
• Fair day, smooth running of entertainment program |
| School Stall Coordinator | • Liaise with school stall holders  
• Confirm requirements for logistics  
• Confirm physical location |
| Foods Stalls | • Develop menu  
• Source product  
• Stall requirements, space and power with Logistics coordinator  
• Volunteers required and roster with Volunteer coordinator  
• Fair day, supply food |
| School Stalls | • Develop product list  
• Source/develop product  
• Stall requirements, space and power with Logistics coordinator  
• Volunteers required and roster with Volunteer coordinator  
• Fair day operate stall |