



TGS PTA EVENT FEEDBACK FORM

Tea & coffee set-up

Requirements	Quantity	Location
Tea Urn	1	Uniform Shop
Milk	2L depending on size of event	Purchase from shop
Juice (orange or blackcurrant)	1 bottle	Uniform shop or Estates
Jugs	3-4 for juice and water	Estates
Tea/coffee/hot chocolate	Large quantity of each	Uniform shop
Sugar	Large quantity	Uniform shop
Cups	Large quantity	PTA Shed
Serviettes	1 packet	Uniform Shop
Spoons (plastic)	1 packet	Uniform Shop
Bin Bags for rubbish	2-4	Estates
Large tables	2-4 depending on size of event	Estates
Signs with prices/relevant PTA posters	2/3	See attached print outs
PTA Aprons	1 per person	Lynn Gadsby
Wipes for cleaning tables	1 packet	Purchase from shop
Biscuits if required	2-4 packets depending on size of event	Uniform Shop

Prices

Tea/Coffee - £1

Hot chocolate - £1

Any juice or water provided free of charge. Ask for donations for biscuits.

For water the best place to fill up is the fountain just inside the door of the canteen. This is filtered and chilled and quick to use. If selling in the Ibar there is a water machine that can be used instead of jugs. Beware though you will get asked for endless cups, so this is not free to the PTA.



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.

Volunteers

Contact all volunteers at least 24 hours in advance with details of where to meet and what time. Give yourself at least 45 mins to set-up as you may have to move furniture and prepare the urn. All volunteers must sign in at reception if the event is during the school day. Supplying reception staff with a list of expected volunteers is helpful. Volunteers can be contacted via the PTA website. Alternatively a list of volunteers can be sent to you for you to direct mail.

Tips and Tricks

- Estates Contact details – Mb Contact 07788 272 300 Jeremy Kenyon (estates manager) Rob, Carole or Richard.
- The canteen kitchen closes at 3pm. If you need to borrow anything doors are locked after this time.
- Ask for some posters of upcoming PTA events to display, all advertising is good.
- Onsite PTA member during school hours is Nikky Ransley. Reception can contact her if you have an emergency.
- The key to the Uniform shop is with reception, collect it when you sign in on arrival.
- Any questions or queries before during or after the event can be directed to Lynn Gadsby: 0777 553 7149 or gadsby.family@gmail.com



**Tea/Coffee/Hot
Chocolate**

£1



Tea & Coffee

£1



**Donations for
Juice & biscuits
appreciated**