



## TGS PTA EVENT FEEDBACK FORM

### Year 11 Breakfast Celebration

Requirements	Quantity	Location
Platters	6/7	Borrow from Kitchen
Water containers	2	Lynn Gadsby
lemons & cucumber for water	2 + 1	Purchase from ALDI
Fruit (donated if possible)	Various see attached	Bookers
Watermelons	3	ALDI
Bin Bags for rubbish	6	Estates
Large tables	4	Estates
PTA Gazebo	1	Estates
PTA Aprons	1 per person	Lynn Gadsby
Wipes for cleaning tables	1 packet	Purchase from shop

### Float Details

This is a free event so no float is required. Costs should be kept to a minimum as we make no profit on this event.

### Advance Planning

The date is completely driven by the school and has to be after the date of the last GCSE Exam. Co-ordinator is Mrs Ayling: [sayling@tgs.kent.sch.uk](mailto:sayling@tgs.kent.sch.uk)

The event is held outside the drama rooms at the back of the Hands Building from 9.30-11am.

No invitations are sent by the school and it is very hard to co-ordinate, so we cater for around 100. 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 pockets costs. All forms and copies previous examples can be requested from Lynn Gadsby. Reminders will need to be sent out to Year 11 parents via the parent bulletin regarding attendance and also old uniform donations. We rely heavily on Year 11s who no longer require uniform to donate ready for the influx of new Year 7s. Fruit can be cut up and stored in the food tech room a day in advance if required. Unless you have a spare fridge at home. Liaise with Jeremy Kenton (Estates) regarding storage.



## **Volunteers**

We require around 4-5 volunteers. An event to request volunteers must be set-up on the PTA website in advance. Contact all volunteers at least 24 hours in advance with details of where to meet and what time. Give yourself at least one hour to set-up as you will have to set-up tables and lay out the fruit. 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.

## **On the Day**

Park on the grass at the back of the Hands building for easy access to the drama room area. Set the tables up under the gazebo to shelter from the elements. The teachers will deal with set up in the drama room where an assembly is held for the year 11's after the PTA breakfast.

Decorate tables with table cloths. Chocolates & biscuits can be found in the Uniform shop, 3/4 packets will be enough.

## **Tips and Tricks**

- Estates Contact details – 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](mailto:gadsby.family@gmail.com)



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INVOICE NUMBER 0254789 PAGE 01

DATE 25/06/19 TIME 13:30

TILL 02 OPERATOR 706 SELFSCAN  
 STD  
 PRICE VALUE VAT RRP POR

CODE	DESCRIPTION	PACK SIZE	QTY	PRICE	VALUE	VAT	RRP	POR
101223	Persil Biological	1 90 Wash	1	9.99	9.99	B		
184212	Jena Knotted Skewers	1 200S	1	3.99	3.99	B		
250494	FF Strawberries	1 800g	4	2.99	11.96	A		
222218	Farm Fresh Pineapple	1 Sgl	3	1.99	5.97	A		

*uniformshop*