



TGS PTA EVENT FEEDBACK FORM

Year 13 Strawberries & Fizz

Requirements	Quantity	Location
Bottles of Fizz*	9 cases (54 bottles)	France
Strawberries	2 large boxes	Lower Ladysden Farm
Platters	2/3	kitchen
Wooden stands for drinks	2	kitchen
Water containers	2	Lynn Gadsby
lemons & cucumber for water	2 + 1	Purchase from ALDI
Bamboo sticks for fruit	Pack of 200	Bookers
Serviettes	1 packet	Uniform Shop
Plastic cups for soft drinks	50	Uniform shop or PTA shed
PTA Gazebo	1	Estates
PTA Bunting	2	Lynn Gadsby
Bin Bags for rubbish	6	Estates
PTA white table cloths	6	Lynn Gadsby
Large tables	5	Estates
Sign with prices*	1	Lynn Gadsby
PTA Aprons	1 per person (9 available)	Lynn Gadsby
Wipes for cleaning tables	1 packet	Purchase from shop
Ice	Large chiller full	Free from McDonalds
Ice buckets	2	Lynn Gadsby
Flowers for decoration	4/5 small vases	From someone's garden

*See pictures at the end of this document

Prices

This is a pre-booked ticket event only. Tickets are free to students plus parents and include a glass of fizz. Plus ones pay £2.50 entry. A limited number of tickets are given to teachers who must also register on the website. The Strawberries & Fizz is held as a pre-ball drinks event, we have no control of the date, which is usually booked in July after the IB's are finished. To help fund the event we traditionally book a photographer.

£2.50 per glass of fizz. £10 per professional photo (options: single, with parents, in a group) The PTA make £2.50 profit from each photo.



Strawberries are free as they are donated by Lower Ladysden Farm, Goudhurst: <https://www.lowerladysden.co.uk/>

Ice is donated by McDonalds in Tonbridge High Street. Give them 2/3 week's notice by visiting the premises and asking the manager for the free donation.

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

An event will need to be added to the PTA website in order for parents to purchase tickets and photographs online. The photographer we usually use is Jacky Keely CaptureKids Photography: jackykeeley@btinternet.com It is preferable to contact her in advance with dates as she does have other bookings. She takes photos in front of the Hands building and will require a list of those that have booked.

It is important to apply for a TEN licence at least 6 weeks in advance of the event from Tonbridge & Malling council.

<https://www.gov.uk/apply-for-a-licence/temporary-event-notice/tonbridge-and-malling/apply-1/form>

Loan champagne flutes from Waitrose in Tonbridge free of charge: https://www.waitrose.com/ecom/shop/browse/entertaining/sandwiches_and_buffet_food/glass_loan give at least 2 month's notice as July is a very busy time of year. You will need 250-300 glasses. Check they are clean when you pick them up and handle with care, broken/lost glasses are charged at £1 per glass. They also need to be washed before they are returned so glass collection during the event is very important.

To get the best price for the fizz we made a trip to France and purchased the alcohol. This may not be an option going forward, but it is important to keep the cost down as this is a non-profit event for the PTA.

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.



It is important to chill the fizz over night before the event. With such a large volume this can be tricky, but liaise with Jeremy Kenyon (Estates Manager) and make sure you label the boxes 'PTA ONLY' to avoid them being used by someone else.

The staff member to liaise with is Ruth Davis: rdavis@tgs.kent.sch.uk

Lists Required:

- 3 Photography lists for Jacky Keely - single, with parent & group.
- Check-in lists for ALL attendees.
- Drinks tokens with 2 different colours (red = student / blue = adult) to discourage students from using parent tokens.
- List of volunteers with contact numbers
- Bring along TEN licence

Volunteers

We require at least 3 staff volunteers and 7 parents. Contact all volunteers at least 24 hours in advance with details of where to meet and what time. Give at least 3 hours to set-up as you will need to move furniture, collect ice, pick up glasses from Waitrose and set-up the tables outside the Ibar. All volunteers should report reception to check-in before heading to the space just outside the Ibar. 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 3 groups during the event:

- Check-in Team (x2)
- Glass collectors & washers (x3)
- 4 servers



Check In

It is advisable to check-in everyone individually. The event is free and if students and parents have not pre-booked there may not be enough fizz. Also issue coloured tickets for adults vs students to avoid students over indulging. The rule is one free drink each and thereafter you may purchase a glass of fizz for £2.50. Also note that some students may be underage, the teachers helping will be able to identify them for you.

Tips and Tricks

- Ensure all drinks are chilled. 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
- Ask IT to set-up the speakers in the I barn so that you can play some background music
- Ensure that details of the event are included in the parent bulletin

NOTE: THIS IS A PRE-BOOKED TICKET ONLY EVENT WE DO NOT ACCEPT ENTRIES ON THE DOOR.

THIS IS MADE VERY CLEAR ON THEWEBSITE AS WE HAVE TO BUY THE FIZZ IN ADVANCE.



LES VINS DU LITTORAL SAS - CALAIS VINS

ZAC Curie
Rue Gutenberg
62100 CALAIS - FRANCE
Tél. : 03 21 36 40 40

TICKET N°381122 - VNT le 28/02/2019 12:49:36

caisse : CAISSE_1_1 - impression n°1

Opérateur : / Jérôme / Vendeur : / Jérôme

	Qté	PU TTC	Prix TTC	TVA
PETITE PERRIERE SAUVIGNON	30	4.95	148.50€	6
TER RAZ ROUGE	18	4.90	88.20€	6
CHARLES PELLETIER ROSE 4=	9	26.96	242.64€	
*18 CHARLES PELLETIER ROSE				
*36 CHARLES PELLETIER ROSE				

TOTAL TTC : 479.34€
Fidélité TTC : -9.33€

TOTAL TTC : 470.01€

Total remise TTC: 9.33€



