

# 1. Bake Sale Stall Coordinator(s)


The **Bake Sale Stall** is a fantastic way to raise funds while bringing our school community together with delicious homemade treats. Parents are encouraged to bake and donate homemade cakes, cookies, slices, muffins, and other treats.


We are looking for 2 coordinators to oversee organization, sales and volunteer management.

## Key Responsibilities:


1. Budget estimation (done in consultation with the P&C) for:
  - Packaging materials (bags, napkins, trays, labels etc.)
2. Advertising for donations of baked goods (with the help of the P&C)
3. Arrange tables, displays, and pricing signs.
4. Ensure baked goods are properly labelled with ingredients.
5. Oversee volunteers in selling and handling payments.
6. Ensure hygiene and food safety standards are maintained.
7. Keep track of donated baked goods and restock/reduce prices as needed.
8. Supervise pack up

## Time Commitment:

 Monthly meetings starting March 2025 (after business hours if needed).

 Weekly meetings in the month leading up to the event to finalize details.

**Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges and help ensure your stall is a success.

 **2 positions available.** Sign up early to coordinate this fun and rewarding stall.


## 2.Snacks & Bubble Tea Stall Coordinator(s)


The **Snacks & Bubble Tea Stall** will be a hit, offering quick bites and refreshing drinks. We need a coordinator to oversee operations, sales, and stock.

### Key Responsibilities:

1. Budget Estimation (done in consultation with the P&C) for:
  - Ingredients for bubble tea, popcorn and chips.
  - Cups, straws, lids, napkins, and serving supplies.
2. Supervise the preparation of the bubble tea the morning of the Fiesta
3. Arrange the stall and ensure smooth workflow
4. Oversee volunteers in preparing and serving the snacks and bubble tea
5. Oversee volunteers handling transactions.
6. Keep track of stock levels and restock as needed
7. Supervise pack up

### Time Commitment:

 Monthly meetings starting March 2025 (after business hours if needed).

 Weekly meetings in the month leading up to the event to finalize details.

**Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

- ✓ Volunteers with food handling experience are encouraged to join.
- ✓ **2 positions available.** Sign up early to help make this stall a success!


### 3. 150th Merchandise Coordinator(s)


Celebrate our school's milestone with the **150th Anniversary Merchandise Stall!**  
We need a coordinator to manage sales and stock.

#### Key Responsibilities:

1. Arrange merchandise in an appealing way
2. Ensure clear pricing
3. Oversee volunteers handling transactions
4. Track stock levels and manage restocking
5. Direct interested persons to the 150<sup>th</sup> Alumni Celebrations (guided tours, memorabilia etc.)
6. Supervise pack up

#### Time Commitment:

 Monthly meetings starting March 2025 (after business hours if needed).

 Weekly meetings in the month leading up to the event to finalize details.

**Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

- ✓ A great role for those who love sales and school spirit!
- ✓ **1 position available.** Sign up early to help celebrate this special milestone.


## 4. Plant Sale Stall Coordinator(s)


The **Plant Sale Stall** will bring greenery to the Fiesta while supporting our school. We need 2 coordinators to manage donations, display and sales.

### Key Responsibilities:

1. Budget Estimation (done in consultation with the P&C) for:
  - Plants, pricing labels and decorations.
2. Coordinate plant donations from families and businesses.
3. Arrange plants attractively and label them.
4. Oversee volunteers selling plants and providing care tips.
5. Manage volunteer roster on the day
6. Supervise pack up

### Time Commitment:

 Monthly meetings starting March 2025 (after business hours if needed).

 Weekly meetings in the month leading up to the event to finalize details.

**Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

- ✓ Gardening enthusiasts are encouraged to help!
- ✓ **2 positions available.** Sign up early to coordinate this green initiative.


## 5.Craft & Handmade Goods Stall Coordinator(s)

The **Craft & Handmade Goods Stall** will feature unique, creative handmade items from the local community. We need 2 coordinators to actively reach out to parents, local crafters, and community groups for donations, find creative solutions if donations fall short, setup and sales.

### Key Responsibilities:

1. Organize handmade donations from parents and the community. Encourage high-quality, appealing items that are likely to sell well, such as:
  - a. **Jewellery:** Beaded bracelets, necklaces, earrings.
  - b. **Home Décor:** Candles, decorative cushions.
  - c. **Textiles:** Handmade tote bags, scrunchies, aprons etc.
  - d. **Kids' Items:** Hair accessories, simple toys (e.g. felt animals, sensory playdough kits).
2. Avoid items that are too large, highly niche, or difficult to sell
3. Price items before stall setup
4. Arrange items attractively for sale
5. Oversee volunteers handling transactions.
6. Manage volunteer roster on the day
7. Supervise pack-up

### Time Commitment:

 Monthly meetings starting March 2025 (after business hours if needed). Weekly meetings in the month leading up to the event to finalize details.

**Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

- ✓ A great role for those who love handmade crafts and creativity!
- ✓ **2 positions available.** Sign up early to be part of this artistic stall.


## 6. Crazy Hair & Face Paint Stall Coordinator(s)


The **Crazy Hair & Face Paint Stall** will bring fun and colour to the Fiesta! We need 2 coordinators to oversee styling, painting, and volunteer organization.

### Key Responsibilities:

1. Budget Estimation (done in consultation with the P&C) for:
  - Hair spray, face paint, temporary tattoos, brushes and other styling accessories.
2. Arrange the stall with chairs, mirrors, and supplies.
3. Ensure hygiene and safety standards.
4. Oversee volunteers styling hair and painting faces.
5. Keep the line moving efficiently
6. Manage volunteer roster on the day
7. Supervise pack-up

### Time Commitment:

 Monthly meetings starting March 2025 (after business hours if needed).

 Weekly meetings in the month leading up to the event to finalize details.

**Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

- ✓ Volunteers with creative skills are encouraged to join!
- ✓ **2 positions available.** Sign up early to help make this stall a colourful success!


## 7.Cake Competition Stall Coordinator(s)


The **Cake Competition Stall** is a highlight of the Fiesta, showcasing baking talent in our community. We need a coordinator to manage entries, judging and displays.

### Key Responsibilities:

1. actively engage the community to encourage participation from parents, students, teachers etc.
2. manage competition entries, ensuring all participants understand the rules, categories, and drop-off times
3. find impartial judges, ideally from outside the school community and oversee a fair and transparent judging process
4. organize participant and judges' registration
5. create an inviting display for all cakes, maintaining clear labelling and safe food handling practices
6. organize and manage the awards ceremony, announcing winners, presenting certificates or prizes and celebrating all participants' efforts.
7. manage volunteer roster on the day
8. supervise pack up

### Time Commitment:

 Monthly meetings starting March 2025 (after business hours if needed).

 Weekly meetings in the month leading up to the event to finalize details.

**Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

- ✓ A great role for those who love baking and event planning!
- ✓ **1 position available.** Sign up early to help coordinate this exciting competition.


## 8. Dunk the Teacher/Principal Stall Coordinator(s)


The **Dunk the Teacher/Principal Stall** is guaranteed to be a crowd favourite, offering students and parents the chance to dunk their favourite staff members while raising funds for the school. We need 1 coordinator to manage setup, scheduling, and safety. A primary responsibility is to ensure a steady roster of volunteer “dunkees” for the entire duration of the stall, keeping the schedule filled with enthusiastic teachers, the principal, and even special guest volunteers.

### Key Responsibilities:

1. Budget Estimation (done in consultation with the P&C) for:
  - Dunk tank rental/purchase and water supply.
  - Towels, signage, and safety materials.
2. Ensure the dunk tank is set up securely and in a safe area.
3. Monitor water levels and safety procedures.
4. Managing waivers on the day
5. Organize a roster of teachers and principals willing to participate
6. Ensure volunteers manage the queue and maintain order
7. Manage volunteer roster on the day.
8. Supervise pack up

### Time Commitment:

 Monthly meetings starting March 2025 (after business hours if needed).

 Weekly meetings in the month leading up to the event to finalize details.

**Full Support from the P&C** – You won’t be doing this alone! We’re here to guide you, assist with challenges, and help ensure your stall is a success.

- ✓ A fun and interactive stall – great for those who enjoy event management!
- ✓ **1 position available.** Sign up early to help coordinate this Fiesta favourite!



## 9. Second-Hand Children Books Stall Coordinator(s)


The **Second-Hand Books Stall** is a great way to promote reading while fundraising for the school. We need 2 coordinators to manage book donations (possibly working with year 6 students and coordinating teacher), setup, and sales.


Stall will run from 11:00 am – 5:00pm.

### Key Responsibilities:

- Advertise for donation of second-hand children's books
- Organize collection points for donated books
- Sort books by category (children's, fiction, non-fiction, etc.).
- Arrange books in an inviting and organized manner
- Ensure clear pricing and easy browsing for customers
- Oversee volunteers handling sales
- Promote book bundles or special deals/discounts to maximize fundraising.

### Time Commitment:

 Monthly meetings starting March 2025 (after business hours if needed).

 Weekly meetings in the month leading up to the event to finalize details.

**Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

- ✓ A perfect role for book lovers and organizers!
- ✓ **2 positions available.** Sign up early to help make this stall a success.


## 10.THE BAR Coordinator(s)

The **Bar Stall** will be a key feature of our Fiesta, offering a selection of drinks for adults to enjoy while supporting the school. We need coordinators to assist with setup, service, and keeping the bar running smoothly.

### Key Responsibilities:

- **Budget Estimation (done in consultation with the P&C)** for the following:
  - Cost of beverages (alcoholic & non-alcoholic)
  - Ice and serving supplies (cups, napkins, etc.).
- **Setup & Decoration:**
  - Assist with setting up coolers, signage, and any themed decorations.
  - Ensure the bar area is organized, clean, and safe for serving.
- **Serving & Sales:**
  - Volunteers will serve alcoholic and non-alcoholic beverages in accordance with licensing requirements.
  - Monitor responsible service of alcohol (RSA) and maintain a friendly, professional atmosphere.
  - Handle card transactions efficiently.
- **Stock Management:**
  - Help with stocking and restocking drinks, ice, and cups throughout the event.
  - Ensure all drinks are kept chilled and served appropriately.

### Time Commitment:

 Monthly meetings starting March 2025 (after business hours if needed).  
Weekly meetings in the month leading up to the event to finalize details.

**Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

- ✓ Volunteers with **RSA certification** are highly encouraged to assist in managing the bar.
- ✓ **2 positions available.** Sign up early to help coordinate this exciting competition.


## 11.Raffle Stall Coordinator (s)


The **Raffle Stall** is a key fundraising activity, offering exciting prizes and encouraging community participation. We need a coordinator to manage the **online raffle**, promoting ticket sales, helping with prize distribution and all aspects of prize management. The coordinator will actively seek prize donations from local businesses and the community, focusing on appealing items such as experiences (e.g., day excursion, passes, dining vouchers, event tickets etc.) and gift baskets such as including wine baskets, coffee baskets, and gourmet chocolate hampers etc.

### Key Responsibilities:

- Seeking prize donations from local businesses
- Advertising for prize donations from the local community and businesses
- Prizes packaging (if needed) and signage on the day
- Organise sales point at the event (display of prizes, promo materials about what prizes you can win etc.)
- Manage winner announcements and prize distribution
- Manage volunteer roster on the day
- Supervise pack up

### Time Commitment:

 Monthly meetings starting March 2025 (after business hours if needed).

 Weekly meetings in the month leading up to the event to finalize details.

**Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

- ✓ Strong organizational skills and enthusiasm will make this stall a success!
- ✓ **1 position available.** Sign up early to help coordinate this exciting fundraiser.

## 12. Quiet Zone Stall Coordinator(s)

The **Quiet Zone** will offer children a relaxing space with calm activities, sensory play, and a break from the excitement of the Fiesta. We need a coordinator to help plan, set up, and manage this peaceful retreat.

### Key Responsibilities:

- **Budget Estimation** (*in consultation with the P&C*) for:
  - Seating, cushions, and shade setup.
  - Calm activities (e.g., colouring, puzzles, reading corner).
  - Sensory-friendly materials.
- **Setup & Decoration:**
  - Create a welcoming and relaxing environment.
  - Arrange activity stations and ensure a quiet, comfortable space.
- **Managing the Stall:**
  - Oversee volunteers assisting children with activities.
  - Ensure the area remains calm and tidy.
- **Safety & Supervision:**
  - Monitor the space and ensure it remains a quiet zone.
  - Assist children in selecting appropriate activities.
  - Supervise pack-up

✓ **Time Commitment:** Monthly meetings from **March 2025**, with **weekly meetings** in the month leading up to the event.

✓ **Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

✓ **1 position available.** Sign up early to coordinate this fun and rewarding stall.

## 13. Photo Booth Stall Coordinator(s)

The **Photo Booth** will be a free, fun and interactive stall where families can capture memories of the Anniversary Fiesta with themed props and backdrops. We need a coordinator to oversee setup, manage operations, and ensure a smooth experience for all.

### Key Responsibilities:

- **Budget Estimation** (*in consultation with the P&C*) for:
  - Backdrops, props, and decorations.
- **Setup & Decoration:**
  - Design and arrange a themed backdrop.
  - Organize props and ensure a visually appealing setup.
- **Managing the Stall:**
  - Oversee volunteers assisting with photos
  - Manage queues and ensure an enjoyable experience
  - Supervise pack up

✓ **Time Commitment:** Monthly meetings from **March 2025**, with **weekly meetings** in the month leading up to the event.

✓ **Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

✓ **1 position available.** Sign up early to coordinate this fun and rewarding stall.

## 14. Lob-a-Choc Coordinator(s)

The **Lob-a-Choc** is a fun and exciting game where participants toss a token/coin/small item onto a grid to win a delicious chocolate prize. We need 2 coordinators to organize the setup, manage the game, and ensure smooth operations. One of the responsibilities will be to dust off and refresh the existing Lob-a-Choc machine, ensuring it is in good working condition and visually appealing for the Fiesta.

### Key Responsibilities:

- **Budget Estimation** (*in consultation with the P&C*) for:
  - Purchasing chocolates and prizes.
  - Stall setup materials (e.g., grid, markers, signage).
- **Setup & Decoration:**
  - Organize a clear playing area and prize display.
  - Ensure signage and game instructions are visible.
- **Managing the Stall:**
  - Oversee volunteers running the game and distributing prizes.
  - Keep track of chocolate stock and replenish as needed.
- **Game Operations:**
  - Ensure fair play and explain the rules to participants.
  - Keep the game engaging and fun for all ages.

✓ **Time Commitment:** Monthly meetings from **March 2025**, with **weekly meetings** in the month leading up to the event.

✓ **Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

✓ **2 positions available.** Sign up early to coordinate this fun and rewarding stall.

## 15. Golf Game Coordinator

The **Golf Game** stall will bring a fun and competitive edge to the Anniversary Fiesta, where participants can test their putting skills for a chance to win prizes. We need 2 coordinators to oversee the setup, manage gameplay, and ensure a smooth and enjoyable experience for all.

### Key Responsibilities:

- **Budget Estimation** (*in consultation with the P&C*) for:
  - Mini-golf setup (putters, balls, putting mat or targets).
  - Prizes for different skill levels.
  - Signage and decorations.
- **Setup & Decoration:**
  - Design an engaging and accessible putting area.
  - Arrange signage with game rules and prize information.
- **Managing the Stall:**
  - Oversee volunteers assisting participants and distributing prizes.
  - Monitor game flow and ensure a fun, fair experience.
- **Game Operations:**
  - Explain rules and scoring to players.
  - Maintain a safe and organized play area.

✓ **Time Commitment:** Monthly meetings from **March 2025**, with **weekly meetings** in the month leading up to the event.

✓ **Full P&C Support** for guidance and issue resolution.

✓ **2 positions available.** Sign up early to coordinate this fun and rewarding stall.

## 16. Entertainment Coordinator

Are you passionate about bringing fun and excitement to our school community? We're looking for an enthusiastic **Entertainment Coordinator** to help create a vibrant and engaging fiesta experience for everyone!

### What You'll Do:

- Plan an exciting lineup of performances that appeal to all ages
- Consult with the P&C before confirming any bookings ensuring that all decisions align with the P&C's allocated budget
- Work with local artists, school groups, and entertainers to bring the fiesta to life. **Performances that will have priority are WESS related** (teachers' band, choir, music teachers, instrumental players etc.) and **West End community related** (music/dance schools in the vicinity, local artists etc.)
- Ensure a smooth schedule so the entertainment flows seamlessly throughout the event.
- Supervise stage/performance area pack up

If you love music, performance, and creating memorable moments, this is the perfect role for you!

✔ **Time Commitment:** Monthly meetings from **March 2025**, with **weekly meetings** in the month leading up to the event.

✔ **Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

✔ **1 position available.** Sign up early to coordinate this fun and rewarding stall.



## 17. BBQ/Sausage Sizzle Stall Coordinator(s)

The **BBQ/Sausage Sizzle Stall** is a crowd favourite, offering delicious freshly cooked sausages, burgers, and other BBQ treats. It's a great way to provide a hearty meal option for Fiesta-goers while raising funds for the school. We need 2 coordinators to oversee the organization, setup, sales, and volunteer management throughout the day.

### Key Responsibilities:

1. **Budget estimation** (done in consultation with the P&C) for:
  - Sausages, buns, condiments, and any other BBQ-related items
  - Gas (if required), and other cooking supplies
  - Packaging materials (napkins, trays, etc.)
2. **Arrange tables, BBQ setup, and signage** to ensure the stall is inviting and clearly visible. Ensure clear pricing and product displays.
3. **Oversee the BBQ cooking process**, ensuring the food is cooked to safety standards and at the correct temperature.
4. **Manage volunteer shifts** to ensure staff are assigned for cooking, serving, and handling payments throughout the event.
5. **Ensure hygiene and food safety standards** are maintained, including food handling, sanitation, and appropriate food storage.
6. **Track inventory** and restock items as needed, adjusting prices if necessary to avoid excess stock.
7. **Supervise pack-up** and ensure leftover food is handled appropriately, and all equipment is returned or cleaned.

✓ **Time Commitment:** Monthly meetings from **March 2025**, with **weekly meetings** in the month leading up to the event.

✓ **Full Support from the P&C** – You won't be doing this alone! We're here to guide you, assist with challenges, and help ensure your stall is a success.

✓ **2 positions available.** Sign up early to coordinate this fun and rewarding stall.