



## **10 EASY STEPS TO A SUCCESSFUL SCHOOL FETE**

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1. Pick a date away from possible competition in the area such as other fetes, community events and celebrations etc.
2. Ensure the safety of patrons and make sure that the company chosen can provide you with the following:
  - Assurance on the safety and maintenance of all rides & equipment
  - Certificate of Currency (public liability insurance policy)
3. Ensure to book all your rides, equipment and entertainment well in advance to avoid disappointment and make sure rides cater for all ages.
4. Invite local secondary schools to showcase various forms of entertainment that will encourage wider community participation and attendance.
5. School newsletters are powerful they can effectively raise community awareness of your fete. Use the A4 cartoon poster from Action Events and start advertising early. Add progress bulletins and news flashes. Ask for small donations and parent participation for craft teams etc... Advertise for external stall -holders that will not detract from the school community stalls.
6. Contact your local community newspaper and ask if they can insert a school fete flyer into their weekly newspaper being delivered in the area for free or contact your local Australia Post Outlet and ask if they can deliver flyers to households and businesses.
7. Contact radio stations through their community switchboard to advertise your event (this is a free service).
8. Do you have a parent who is a Sign writer or Graphic artist who can sign write banners and boards for external use around the local community and school? Be sure to ask your local council for permission.
9. Pre-sell wristbands prior to school fete at a discounted price, this will assist in creating revenue for deposits and other incidental purchases prior. A receipt should be issued immediately and wristbands can be collected on the day of the school fete to ensure they are not lost or misplaced prior. A designated area should be set up for wristband collection, the easiest way is to print a list of students (surname first) and the number of wristbands paid for. Have two areas A-K & L-Z (surnames) that they can redeem their wristbands from, the easiest way is to enclose the wristbands in an envelope with the amount of wristbands enclosed and name clearly marked on the outside. Wristbands and individual ride tickets can be purchased on the day at normal prices. Past experience has shown that parents pre-paying for wristbands, have more money to spend on other things during the day than when paying for everything at once. Unlimited Ride Wristbands mean kids are not annoying their parents for more money for rides and mean that parents can enjoy and spend more money on stalls and food.
10. As you know a school fete would not be successful if not for volunteers, make sure you start early and recruit as many parents, staff and older students (grades 5 & 6) as you can. They can assist on food outlets, market and bric-a-brac stalls, carnival food sales, cake stalls etc. Always remember to reward or acknowledge those parents and volunteers who always go out of their way to assist.