

NOTES ON HALLOWEEN 2017 FOR BOOSTERS POST MEETING ON 9 OCTOBER

Timings

18-30 to 21-30 27 October

Layout

11 games in the Gym courtyard with two games under the pergola in the main courtyard. Claire has prepared these.

2 classrooms in the Gym courtyard for Crafts ((Charlotte A has agreed to assist)) for the youngest children and one spare.

Disco/Bouncy Castle in the far top right corner of the main courtyard. ((Sean to research the new BC supplier))

((Rachel kindly offered to research event insurance from a supplier she knows in the UK.))

One gas and one charcoal BBQ in main courtyard.

Food will be BBQ burgers and hot dogs, pumpkin soup (veggie alternative)
((Nicky Hock has agreed to co ordinate the soup and David Spencer will head the BBQ team))
brought by parents for sale.

Bar in Main courtyard.

Tables for ticket selling by main entrance to High School. Teachers to man.

New lighting should provide sufficient for all purposes.

We need steps by the Olive tree for Pumpkin competition.

We need a gym mat for the Limbo dancing game.

Volunteers

Sean will send out an initial call for volunteers on Managebac on Friday. Last year we had 40 parent volunteers not counting the Bar or BBQ.

Tables and chairs

We need 50 tables and 200 chairs.

Tickets

Entrance tickets for all over 5 years old. Euro 3.00. People entering free (staff etc) have a different coloured ticket.

Tickets for bar and food. 1 Euro

Games tickets Euro1.00 but we will have to ensure that children get a worthwhile prize/ session on the game for this money

Tunnel of Terror tickets 5 Euro. No sale of T of T tickets to guests before the night. Tanja has agreed to start selling T of T tickets in the shop this Friday 13 October. Fiona to check with Zoe how she organised the tickets. (**Afternote.** The school have offered to sell tickets in the Classrooms starting after the break.)

Guests need to pre register and have tickets bought in advance. Four guests per family.

PA and sound.

School to test the use of the new PA system for all sound requirements (Background music and announcements). Alternative use the portable PA system.

First aid

School Nurse will be on duty.

Information policy

Head of school to circulate message to all parents and guardians to include:

Parents duty to supervise children
Security and car parking