



Key Milestones/ Deadlines –for Class 4 Steering Group

Please note this is not a comprehensive list but is meant to give you some KEY deadlines & milestones you may want to plan for. (Obviously each stall/activity etc will generate its own further list of tasks & deadlines, eg BBQ –order gas, charcoal etc etc. You may also have other new things you are doing that will not be on here.)

FIRSTLY:

- Decide content & lay out of the CM:
 - How many cafes? Other food/drink stalls?
 - What in each building/area: Hall, Woodlands, Kindy area, Craigneen, Edinholme, Marketplace, Tarmac, any others?
 - What offered in terms of School Promotion? (eg model classroom, school promotion room)
 - What class is doing what?
 - What other stalls? Activities?
- Agree your Steering Group, split out the Market areas between you so there are clear lines of ownership, eg Catering, Marketing/Printing, certain buildings/areas, Finance, Health & Safety, Decoration,Raffle/Tombola etc

OTHER THINGS THAT CAN BE DONE WELL IN ADVANCE:

- Fix the date - confirm with school & key people
- Book the hall – Thursday PM – Sunday.
- Arrange for CM date to go on main ESS website
- Start trying to allocate stall/activity owners ie task owners
- Allocate campus areas to oversee (or done by owner of Set Up)
- Order/plan any prizes for Fairground type stalls etc if having them
- Arrange Christmas trees (order & pick up)
- Recycling arrangements - which class, how to order extra large and compostable bins.
- Poster & flyers design & printing - can be well in advance.
- Collect raffle prizes (20-30), tombola items (at least 120-150 for tombola)
- Risk Assessment planning & document could be started
- Arrange First Aid cover
- King Winter story & plans for room & tree decoration
- King Winter & Pocket Lady gifts
- Buy 2 books of 1000 raffle tickets for use on tombola
- Collect hamper boxes for the 4-5 large hampers used as raffle prizes (if having these), order ribbon, bows, cellophane for wrapping
- Plan advertising (where, when, which publications, content & images)
- Start building rotas/teams of people for your key areas/stalls etc
- Check CM Shed contents - repair/replace any items as necessary
- Assess signage and create new/update as needed

AFTER SUMMER & BEFORE OCTOBER HALF TERM:

- Convenor lists (from Office) acquired, join Convenors WhatsApp & initial contact made. Class Convenors all made aware of Class roles, give written info + meet face to face – advise by mid September.
- Confirm with Craigneen organiser what activities & times to be offered
- Keep in touch with Kindy and Seedlings Conveners to make sure everything is going smoothly with Early Years prep.
- Ensure School's Craft Teachers in touch with the Class doing Children's Stall (Class 6) and arrangements in place to support the stall with stock produced by pupils.
- Find out campus spaces to be used / Out of Bounds
- Tickets – once all activities & times confirmed, tickets can be designed, printed and guillotined - a big job.
- Pre-sales: a register of all pre-sales created for each stall (parent show on phone / advise parent to give child name and ref number on paper. Can select to pick up physical ticket(s) from Friday markets / at entrance gate on the day from Ticket / Cash Back Desk).
- *On the Day* advice/FAQ sheets can be written –these are for all stallholders & should contain important info, contact numbers, first aid details, lost children & property arrangements. A detailed version will be needed for those on Info Desk.
- Christmas Market Facebook page launched, regular updates
- Christmas Bulletin x 1 – to parents just before Oct half term break
- Raffle Tickets ordered (if using printed tickets and selling them in advance) – text agreed, ordered (need to know top 3 prizes ideally) – need to be distributed 1st week back at school after half term.
- Stalls - for all non Class stalls/activities make contact early September: e.g. Garvald, Mulberry Bush, Tiphereth, Advent Wreaths & Decorations (Mr Jellema), Tombola (Anna Haroun), Cards & Calendars, ESS Stationery, Therapies (Lorraine White), Weleda (Maria Fussesis), Waffles (Glenn & Adriana Grant), East Coast Organics, biodynamic stall (. Confirm if they would like to attend again, confirm date, times and when you will be in touch with further info (e.g. stall location, set up times).

Decide which stalls will compliment and not compete with Steiner ones.

- Plan lay out of Hall/ Tarmac / Marketplace / Classroom stalls

- Produce furniture list –ie how many trestle tables, desks, chairs, gazebos you will need for each area, confirm numbers of those available in school, identify what you may need to order/borrow & where you can source them.
- External Ads/PR out – e.g. Press Release, Edinburgh Families Mag advert, Canalside magazine advert, free online adverts on Netmums & Mumsnet websites etc – see Marketing info folder
- Signs agreed, designed, produced – as far as possible
- Banner checked & updated re date/time
- Programme Design done, printing arrangements & deadline agreed with printer (2022 had online version).
- Thank You board for suppliers/donors etc – ready to go up in Hall
- Decoration (including lighting) plans in place for each area (Hall, Woodlands, Edinholme ground & 1st floor, incl bannister, entrance gate, market place, any other areas)

AFTER OCT HALF TERM – 4 WEEKS TO GO!!

- Vegware order in (for all disposable catering equipment).
- Wilson's Catering Equipment (or alternative supplier) (incl tables) order in & book time slot for delivery
- Catering Orders in (food & drink)
- Banner up outside school
- Plan desk move – liaise closely with school staff
- Attend PTA convenor meeting in October / November – have CM on agenda, provide update to convenors, answer questions
- Weekly Christmas Bulletins x 4 – to accompany the 4 Tues Notices prior to Market (incl list of activities/shows in 3rd or 4th, if selling tickets at Friday market)
- Raffle Tickets (if sending them home) distributed to all pupils school & Kindy – 1st week back after Half Term
- Hamper boxes in classrooms, then collected, hampers prepared – with 2-3 weeks to go

- Print Order – if not already done collect & distribute leaflets, posters throughout Edinburgh etc and to school families, (hold programmes for the day)
- Confirm all Pricing – events/ activities and all food/drink by 31st October, to go live 1st November.
- Submit to Treasurer the Stallholder List - details all stalls/venues/activities and if float required, return to Treasurer approx. 3-4 weeks prior to CM – this is vital, as the approx. £4k used for floats has to be approved, then ordered in advance from the bank.
- Raffle Prizes collected.
- Tombola Prizes collected (120-150 needed)
- Print and guillotine all activity and show tickets by 31st October
- Sell Tickets at Friday Market 3 Fridays prior to CM (4th, 11th, 18th Nov - rota) and online.
- Hall floor covered, canopy up and space decorated –Thursday before CM