



## **OLMC 100 Years – FETE 21<sup>st</sup> October 2022**

Dear Parents,

The OLMC Fete is a major fundraising event for our Parish and School community. This is also an opportunity to get together and celebrate our 100 Year anniversary. This event requires a great deal of time and planning to organise and a number of people to help coordinate. All of our lives are busier and the free time that is available to us all is limited.

Since our last Fete we have been considering how we can continue this wonderful community event that we all enjoy and also ensure that the load of planning and implementing is shared by as many people as possible. This is a Parish and School community event. All members of our school and parish community will be able to come together to share a meal, have some fun and be entertained. In saying that we need volunteers prior, during and post the event. This event is only as good as what we put in. We have wonderful skilled members of our community who can support and help. Whether it's sourcing prizes from companies, contacting your connections, purchasing stock for stalls, preparing food, helping at a stall for an hour on the day, photocopying, organising entertainment, working on the raffle tickets, balancing the finance sheet. WE NEED YOU!

The initial process is underway but to share the load and make the fete a memorable experience for our community, we will also be seeking volunteers to join our "Fete Crew". We invite you all to consider how you can be involved in this exciting fundraising event.

Please consider the attached information in regards to Roles we need filling. You may find one of these roles fit your talents or skill set. If you think you are able to share your gifts with our community as a member of one of these areas, please complete the tear off form and return it to the school office.

Kind Regards,

Karly Jouni  
P&F President

Olimpia Pirovic  
Principal

Fr Denis Andrew OCarm  
Parish Priest



# Are you able to help with the OLMC 100 Years – FETE 21<sup>st</sup> October 2022?

For this event we are seeking a more collaborative approach and wish to share the workload.  
Please consider if you have skills, talents and background you may have that would be useful for this event.  
Minimum 2 in each area is required for the initial FETE CREW

Area	Basic overview of What it Involves	When
<b>Coordinator Back up</b>	Support and Back up for our coordinator Karly Jouni .	<b>Prior</b> Help with planning Be across all areas of the fete <b>Event Day</b> Backup and support the coordinator for the day
<b>Rides / Games / Petting Zoo</b>	The organisation of the rides and the selling of the wrist bands. Purchasing of prizes, distribution or wrist bands. Rostered volunteers will support in selling ride tickets during the event, running game prize stalls	<b>Prior</b> Planning, Collecting orders, Prizes, Distributing wrist band <b>Event Day</b> Rostered help setting up / Packup and during the event
<b>Food</b>	The organisation of the food stall. Ordering of food and stock. Volunteers will be rostered to help on the food stalls including set-up, food prep, cooking, serving, pack-up.	<b>Prior</b> Planning, Purchasing, Preparation <b>Event Day</b> Rostered help setting up / Packup and during the event
<b>Entertainment</b>	The organisation of our Centre stage, timetable creation, running on the day, source entertainment.	<b>Prior</b> Planning, Booking <b>Event Day</b> Running of entertainment during the event
<b>Chocolate Wheel / Raffle</b>	The organisation of the chocolate wheel and raffle . Obtain prizes for the chocolate wheel and raffle . Organise to sell tickets, set-up and pack up the chocolate wheel & prizes. Thank you to Richard who has volunteered already as our MC . Ensure our Donors are acknowledged on the night and via social media.	<b>Prior</b> Planning/ Purchasing <b>Event Day</b> Rostered help setting up / Packup and during the event
<b>Secretary</b>	Help the Coordinator Karly and Lauren Anderiesz to promote the event . Take minutes at meetings and distribute to all committee members, keep our community informed of what is happening and how they can be involved. Prepare letters . Prepare charts/ rosters/ instructions for volunteers for the Day	<b>Prior</b> Planning/ Minutes <b>Event Day</b> Support coordinator
<b>NON Food Stalls</b>	Purchasing of stock, stock processing, set up of stalls and pack up	<b>Prior</b> Planning/ Purchasing <b>Event Day</b> Rostered help setting up / Packup and running during the event
<b>Treasurer</b>	Ensuring financial management is maintained. Following clear processes for ordering and payment of suppliers. Working with Maree Murphy and Karly Jouni to ensure finances are in order . Arrange floats for the event and the counting of money collected.	<b>Prior</b> Ensure everything is balanced, Float organised, Collection of money <b>Event Day</b> Collection and counting of money

# **We want to hear from you... How can you help ?**

## **OLMC 100 Years – FETE 21<sup>st</sup> October 2022**

**Person 1**

My name is \_\_\_\_\_

My eldest child is \_\_\_\_\_ class \_\_\_\_\_

- Please add me to the FETE CREW List to keep me informed about Fete help required

My Mobile number is \_\_\_\_\_

- I am interested in helping in the following area – Please circle

<b>Coordinator Back up</b>
<b>Rides / Games / Petting Zoo</b>
<b>Food</b>
<b>Entertainment</b>
<b>Chocolate Wheel / Raffle</b>
<b>Secretary</b>
<b>NON Food Stalls</b>
<b>Treasurer</b>

- I have Skills / Talent / Connections in \_\_\_\_\_

- I'm not sure what area I can help in yet , but I'm happy to help

- I would be interested in volunteering time at a stall where I am needed ON THE DAY of the Fete

Some suggestions I have for the Fete :

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# **We want to hear from you... How can you help ?**

## **OLMC 100 Years – FETE 21<sup>st</sup> October 2022**

**Person 2**

My name is \_\_\_\_\_

My eldest child is \_\_\_\_\_ class \_\_\_\_\_

- Please add me to the FETE CREW List to keep me informed about Fete help required

My Mobile number is \_\_\_\_\_

- I am interested in helping in the following area – Please circle

<b>Coordinator Back up</b>
<b>Rides / Games / Petting Zoo</b>
<b>Food</b>
<b>Entertainment</b>
<b>Chocolate Wheel / Raffle</b>
<b>Secretary</b>
<b>NON Food Stalls</b>
<b>Treasurer</b>

- I have Skills / Talent / Connections in \_\_\_\_\_

- I'm not sure what area I can help in yet , but I'm happy to help

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