

TO DO LIST FOR P7 LEAVERS

Item	Owner	Cost	Done	Comment
Book School	Elaine	£150	Yes	Hall booked from 3pm to 9mpm.
Book DJ	Sharon	£165	Yes	Kidnetic
Pizza	Debs	tbc		Dominos – 2/3 slice per kid.
Cake	Carolyn	£20		Usually P7 photo cake from Costco/ASDA??
Piper	Sharon	£50	Yes	
Crisps, sweets and juice for 60	Patricia	£100		
Home-baking	Derek	free		This could reduce costs on sweets
Balloons and decorations	Nancy - balloons/decs - Sharon	tbc		Gold/black/silver table decoration (inside) 1 set per table and same again at entrance. Also have “2022” balloons
Table covers, napkins & plates	Claire	£75		Gold and black colour
Stars	Elaine and Elisa	£tbc		
Photo booth items		£50 - 75		Not much in the PTC cupboard, need to purchase items (can be used year on year)
Bouncers	Craig and David D			
Photographer	Hannah			
Red carpet runner	Sharon			Usually put out on stairs into school – but if I recollect from last year, we could not find it (usually stored in container in playground)

Oscar statues	Sharon			Should be stored in container in playground – condition needs checked
Digital memory wall	Jo			Parent to provide pics
Volunteers - pre event	tbc			
Volunteers 3pm -6pm				
Volunteers 6pm - 10pm				
Lanyards	Patricia			This holds the ticket and the kids love wearing them.
Tickets	Patricia			Donation £5