

Peter Jones [Tycoon in School](#) presents this

Student Enterprise Crimbo Market 2017

Function Sheet of details to date as at 1st December 2017

Date:	Friday 1 st December - This is a FREE event to attend.		
Time:	4.30 -7.30pm		
Location:	Windmill Lane (Imberhorne Lower School)		
Carparking	YEAR 8 Playground and back - CONES	Andy O Driscoll	
		James Holmes	
		H&S Marshals in high viz jackets in and outside gate Richard / Paul	
Target Market:	All school – Year 7-13 plus parents plus teachers, plus invites to all feeder schools Year 4,5,6 Maryam Jago / Ella Dye		
Purpose:	To raise money for school based initiatives and charities, Fibromyalgia : Charity Contact: Ella Vine Team Tanzania: Charity Contact: Sinead McCarthy		
Programmes	50p all proceeds to charity as this was printed by a sponsor	Jess Saunders	
First Aid	Red Cross	TTH	
<u>Staffing</u>			
School staff	Supporting	MB / TTH	
Directors:	Team Tanzania - role to excite, delegate and check the quality is up to par		
Project Manager:	Sophie Creighton Year 11 U		
Project Team:	Student Council plus link attached here		
PFA	TBC		
Main Sponsor:	Peter Jones – Dragon's Den & Peter Jones Foundation £1000 float		
Local Sponsors:			

- Coles Estate Agents - Advertising and Promotion
- Rotary Club – Meriden Branch - Christmas tree and lights
- East Grinstead Business Association - Fiona Humphrey - general support
- Town Council & Mayor's Office - Event open by Deputy Mayor of East Grinstead Rex Whittaker
- Meridian Radio - Promote it with our Jingle Becky Hardy and Mr Davies HOF music
- Crawley Audi - Auction of promises
- Priceless Copiers - Auction of promises 2x Dell 11" Chromebooks
- Dove's Garden Centre - Christmas Tree

Event Programme:

Plan of rooms in use - Main hall, canteen & Room 1 & **Reception desk as BANK / Change**

Food and stalls and entertainment available plus time-line on **Programme**

Thank you to sponsors, Team Tanzania, parents, students and support staff

Vote for your competition entries on rear page

Auction of promises:	Dell Chromebook	Priceless Copiers
	Dell Chromebook	Priceless Copiers
	Audi remote control car	Audi Crawley
	Toy Audi car	
	EGBA donations for tombola & promises	
	Christmas Tree	
	Silent Auction using clipboards	Team Tanzania

Competitions: For years 7,8 & 9 - see entry sheet on programme

- Taste Award - tastiest cake or sweet treat - Certificate - judge
- Best dressed stall Yr 7, 8, 9 - Certificate - judge
- Most money raised for charity by a stall - Certificate - Judge
- Treasure hunt for purple butterflies - CHARITY LOGO
- Good at Gaming knockout
- Best- hand made decorations

CERTIFICATES

Entertainment

• Live musicians TBC			Nick Davies
• Hair braiding	£1	TBC	TBA
• Face painting	£2	Poppy	TBA
• Letter to Santa	FOC	TBC	TBA

- Elf Yourself FOC SLT projected in foyer TBA Mr Alcock

Student Stalls:

- Stallholders to have festive paper table clothes, signage and tariffs Year 7,8,9,10,11,12 & 13
 - 48 max by Invitation to all years to book a stall - first come first served - max 3 of each.
 - Arts and crafts
 - Activities - make a gift
 - Tombola
 - Seasonal goods
 - Gift wrap & cards
- TBC

YE Stalls

- Young Enterprise Company Programme TBC
- TTH

External Stalls - see separate list

- The Retreatory East Grinstead _____ INVITE TTH
- Invite EGBA members TTH
- Middle Row - Scarves TTH
- I-care
- The Branding House
- Annabelle Wood

Food & Drink Stalls (Yr7-13)

- Maths corridor - hot and cold cooked foods only no cooking on site
- Cake Classroom Room 1
- Popcorn - Christmas spiced, toffee, nutmeg and cinnamon £1
- Candy Floss - Christmas colours £1

Bank:

- Change facility £1 coins and float BUDGET **£500** **sixth form**
 - Students to take home their half of the profits
 - Donated half to be placed in a sealed envelope per stall collected and secured on the night)
- Mrs Cooper to advise**

Promotional activities - PRESS & SOCIAL media

- Coles estate agents Board insert on houses for sale see below
- Promotional video [YouTube](#) 1 minute appeal from Sophie C
- Heads of Year Vlog appeal from project manager **Sophie Creighton**

- Assemblies: Vlog to plug to lower school each year group - **Sophie Creighton**
Upper school message delivered by **Sophie and the Student Council**
- Facebook page Imberhorne School & Coles Estate Agents plus e-flyer
- Instagram: eFlyer PH
- Twitter eBanner PH
- Instagram ebanner PH
- Banners Windmill lane showing date and time TTH
- Flyers Reception both schools and emailed home to all parents PH
- Invite to book a stall By email to all lower school and year 10,11,12 & 13 TTH
- Press What's on page in East Grinstead Gazette TTH
- EGBA AGM and business network TTH
- Meridian Radio Live broadcast from Imberhorne School TBC
- Coles estate agents Board insert on houses for sale see below
- School photography: on night TBC
- School website: eBanner
- Digital screens: As per eBanner

Revised banner



Decorations

Budget £100 - Hobby craft or alternative supplier

- Tree from Rotary inc decs TBC
- Snow machine from EGBA
- Decorations above doors and around windows

Music & PA

- Musicians outside and in reception - what and when TBC

- Christmas Playlist
- Sound system PA & AMP in lower school for background music

TBC
Mick / Harry Palmer

Site Services:

- 48+ x tables in main hall - students to decorate, dress and set up
- Ribbon and scissors for the Mayor to open the event at 4.45pm
- Keep clear signs and cones in front of lower school for Christmas tree from Rotary Club

Customer feedback:

- WWW & EBI questionnaire
- Complaint handling and policy
- Change - cash handling and pay-in at end of night

Head:

- Final confirmations 3.30pm 17/11/17 TTH
- Protocol from Mayor's Office email head TTH
- Consent from Governors
- Thank you letter to sponsors & Deputy Mayor

First Aid:

- St Johns Ambulance TBC

Health & Safety

- | | |
|----------------------------|--------------|
| • Risk Assessment | Business Mgr |
| • PAT Testing | David Cook |
| • PRS licence TBC | Business Mgr |
| • Decorations up / ladders | Sixth form |

Bi weekly updates to: Mr Brown & Mrs Tottman (Head & PA)

Mr Conroy - School Events

Mr Mumby - LofL

Sandra Cook - Facilities Manager

Heather Timpson - Head of lower school

Sally Hannan - Out of hours booking

Paula Hattam - Social Media

EGBA

A big thank you in advance from Sophie C 11U & Mr T

Thank you for supporting what i hope will be an annual event. I appreciate that this is learners leading for learners and that we are operating to a very tight lead time and that we are all busy doing stuff well and this is another big ask but I think it will create a positive experience not just for those leading on it but for those that take up a mini enterprise as well as those from the local community that join in but this is ultimately a charity focus event with close links to the BTEC curricular for Yr 12 L2, 2 x Yr 10 L2 and the Year 12 & 13's that have nothing on their personal statements to date so on behalf of them all thank you for supporting this event.

Timeline for event

3.30pm	School finishes and team setup	
	Sleigh & Tree delivered rotary club	TBC
	Traffic cones out to prevent parking on the road outside school once busses left	
	Stall tables positioned as per plan	
	Stallholders set up stalls as per agreed display criteria	
4.00pm	Decorations up around school and hall	
4.30pm	Mayor greets all guests outside main entrance and introduces the musicians	
	Singing of two carols to amplified orchestral background music outside around tree or in reception if raining.	
	Deputy Mayor and Sophies mum cuts ribbon and opens this school event and welcomes the school and the wider community to our first Christmas market	
	Stallholders start trading	
	Judges to assess competition entrants	TBC
7.00pm	Competition winners announced & thank yous	Sophie C
7.30	Event closes	
	Top team clear up "leave no trace" rubbish, tables and leftovers	All
8.00pm	Well done's, thank yous and school secured	ALL

Specific Responsibilities - Top Jobs - In Ambassador or Team Tanzania T-Shirts

- | | |
|--|---------------------------------|
| • Meet & Greet & Host Mayor & Peter Jones | JOSH GETTINS & Sophie CREIGHTON |
| • Co-Hosts & announce competition winners | JESSICA SAUNDERS |
| • Meridian - live Schools Out link | JESSICA SAUNDERS |
| • Car parking & Cones - In & Out | ANDY O DRISCOLL & JAMES HOLMES |
| • Setup and facilities | TOM JARVIS |
| • Hall planning of layout & Management | MEGAN HUMPHRIES & MATT EDWARDS |
| • Tea & Coffee, cakes and hot food supervision | LOLA DELMEIDA, EMILY WHITE, |

Classroom 1	JEMMA WALTON
• Background music, sound and lighting	OLIVER FOX
• Background music, sound and lighting	JENSEN CORNHILL
• Video Game Entertainment	SIMON KNIGHT
• Interior design and xmas decor & decs	NIEVE WAITE
• Tombola	COLIN WATSON
• Auction of Promises	ESME VINCENT / AVINASH 11U
• Christmas Hamper Raffle	ESME VINCENT / AVINASH 11U
• Welcome signage, Thank you & Program	JENSEN CORNHILL
• Collection of finances at end of night - BAGS	ANDY O DRISCOLL & TOM WOOD & TTH
• Security	JACK PAGE & JACK LAVER & KAI HARRIGAN

Graduation Charity Event Supporting team 11U

	3pm to 4.30pm	&	7pm - 8.30pm
• James Anderson	Set Up		
• Avinash Ashok			
• Jessica Beney			
• Raees Bhalwani	Set Up		
• Robert Byrne	Set Up		
• Shannon Coomber			
• Jensen Cornhill			
• Sarah Covill	Set Up		
• Max Holden	Set Up		
• Elliott Hurst			
• James Hutton			
• Ella Jacobs	Set Up		
• Holly Jonas			Clear Down
• Joanna Mclachlan			Clear Down
• Georgia Madgwick			
• Scott Milton			
• Mark Pickering			
• Nerisse Rogador	Set Up		
• Robert Salvi	Set Up		
• Millie Smith	Set Up		
• Emilia Stoydin			Clear Down
• George Strank			
• Max Stuijt			
• Joseph Whiley			

Appendix

I have asked the Deputy Mayor to say a few words before he opens this event

Mayor's office:

[Notes on hosting a Mayor's visit](#)

Dear Mr Thompson

Thank you for the invitation for the Town Mayor to open the Christmas Market on 1st December, although the Town Mayor is not available on that day the Deputy Town Mayor Cllr Rex Whittaker has agreed to attend and open this for you.

Please see attached the protocol notes regarding the visit from the Town Mayor, or in this case the Deputy Town Mayor and if you could please let us know whether you wish the Deputy Town Mayor to say anything by way of a speech or simply announce the event as open and other duties that you would like attended to, then the Deputy Town Mayor is aware of the expectation when he arrives. We assume that you are the contact on the day and will ensure that he is attended to on his arrival. Please advise whether a car parking space will be made available.

With best wishes

Julie Holden
Town Clerk

Invitation to feeder schools

From: Tracey Monaghan

Sent: 17 November 2017 14:11

To: 'Office BH' <officebh@grenestede.co.uk>; 'Office at Copthorne Junior' <office@copthornejunior.co.uk>; 'office@crawleydownschool.com' <office@crawleydownschool.com>; 'info@felbridge.surrey.sch.uk' <info@felbridge.surrey.sch.uk>; 'Office HP' <officehp@grenestede.co.uk>; 'office@stmaryseg.co.uk' <office@stmaryseg.co.uk>; 'office@stpeterseg.co.uk' <office@stpeterseg.co.uk>; 'office@turnershillschool.org.uk' <office@turnershillschool.org.uk>; 'office@westhoathlyschool.co.uk' <office@westhoathlyschool.co.uk>

Cc: Tim Thompson <tthompson@imberhorne.co.uk>

Subject: Imberhorne Christmas Fair

Good afternoon

Imberhorne School students are organising a Christmas fair, to be held on Friday 1st December at our Lower School (Windmill Lane) site from 4.30pm to 7.30pm. The aim of the event is to raise funds for our Tanzanian link and for a Fibromyalgia charity.

I have been asked to contact you in the first instance to make sure that this date does not clash with any Christmas events that you might be holding, as we would very much like to invite your staff and students to come along.

As soon as the advertising flyer for this event is finalised, I will send you an electronic copy for your information.

With kind and festive regards!

Tracey

Tracey Monaghan

Key Stage 3 Secretary

tmonaghan@imberhorne.co.uk

Switchboard: 01342 323562

www.imberhorne.co.uk



Compassion

Achievement

Respect

Endeavour

*The cornerstones of our
learning community*



