

How to run your own FoBS Event

Everyone: parents, grandparents, and extended family are Friends of Box School. You don't have to be a committee member. Anyone can put on an event for the children and/or their parents and friends. Here's some guidance to help you run a FoBS event.

For more information, feel free to ask FoBS (via school office) or Jo French.

What to do	Who can help	Check
Think about who might help you run the event	Friends, family, children, staff	
Think about where the event could take place	School, Selwyn Hall, other	
Give FoBS an outline of your event	FoBS (via school office)	
Agree a date with Jo	Jo French	
Think about publicity : School newsletter Letter to parents Posters on notice boards Parish Magazine (deadline 2 nd Wednesday of the month) Mrs Porter's Diary	Jo French Parish magazine: Editor Chris Jones 07740 150721 Susan Hatton: 01225 744147	
Make a list of what you need to get ready and when	Delegate!	
Book people to help on the day Plea in newsletter Rota on boards outside school	Parents Jo French	
Sell tickets	Office / Playground	
Think about money ! <u>Float</u> Arrange floats 2 weeks before event. Expenses - keep receipts! Keep an account of money in/out <u>Cashing up afterwards</u> count, bag the money (money bags available from the office), and give to the school office	Jo French / School Office	

All events at school require a risk assessment. This should not put you off!
Jo French knows what is necessary, and will help prepare this with you.

What to do	Who can help	Check
Risk Assessment	Jo French	

You can find useful information in the FoBS folder in school (ask at the office).