

Hazlemere Fete 2022

possible date Bank Holiday Monday 29th August 2022

Help needed please, in the following areas to ensure we can run the event:

Brochure – we will proceed with the brochure regardless of a decision on the Fete – please see separate publication for rates or contact us as below.

Help required liaising with existing and new advertisers (there were 92 advertisers in 2021). Distribution coordinators and people to do house to house deliveries.

Updating Yellow community pages – currently 130 contacts.

Finance

Invoicing / receiving invoices - around 200 contacts – around half in connection with brochure.

Credit control after invoicing.

Negotiating sponsorship – potential value could be several thousand pounds.

Car Parking

A team of 6-10 people on a rota basis commencing at 8 am with 2 people.

Yellow jackets and radios supplied and a free food voucher.

Setting up

Friday - commencing with 6 gazebos / water supply / commencing signage

Saturday / Sunday – moving all items from Cedar Barn Lock up / scout lock up /

Terriers storage / Youth Centre / set up Community Centre.

Laying out entire site with up to 100 markers.

Collections include 200 chairs and 45 tables.

Day of Fete – general help throughout including raffle if we have one.

Handing out Fete programmes.

Fun dog show help if we have one.

Clear up – Tuesday / Wed (site normally to be cleared by 5 pm Wednesday)

Initial litter pick undertaken by cadets on day but some clearing up inevitable.

Take 15 – 20 builders bags to tip.

Clean all tables and disassemble items.

Return all items to storage facilities.

Collect around 50 signs from site and externally.

Return all items to storage facilities.

Security

Evening and overnight security required at certain times.

Publicity

Publicity manager required for Fete Committee.

Classic Cars

One extra person for marshalling – about 2 hours.

Please contact Ray Cox: Fete Chairman

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