

Ref	Activity title	Description (scope, objectives, responsibilities, tasks, etc)	Contact name, tel and email	Skills and equipment needed	Time commitment
	Christmas Fair	Help with planning & organising fair	Chris Starkie 872545 chris@businessedulink.co.uk	Interest in Fair and it's social standing	3 – 4 meetings of 1 hour, actions from these variable
		Taking goods from porch of Church into garage, sorting into stall piles			2 x week for the 4 weeks prior to fair, between 1 – 3 hours in any of these 4 wks
		Stall 'leaders' to take responsibility for stall alongside helpers. Some will need to sort goods from garage/church porch		Willingness to take the lead role in staffing a stall with a bit of sorting of goods for some stalls prior to fair day	Variable – fancy goods, books, toys, etc might need 2 hours to sort out prior to day, then time on stall during day 2 – 4 hours
		Setting up tables/stalls on the day of the fair		Physically strong and able to set up trestle tables	2 hours on day of fair only 8.30am – 10am
		Helping to transport goods from garage to Civic Hall on day of fair		Physically strong and car would be useful	2 hours on day of fair only 8.30am – 10am
		Staffing a stall for a couple of hours on day of fair or selling raffle tickets on the day		Requires standing and handling money	2 – 3 hours variable on the day of the fair time to suit self between 10am – 2pm
		Helping to clear away at end of fair & sweep floor		Physically fit to tidy away tables, clear away rubbish	1 hour at the end of the fair 2pm ish
		Take unwanted gifts to tip and other unsold items to charity shop		Physically fit and car driver	1 hour after fair ends and all cleared away