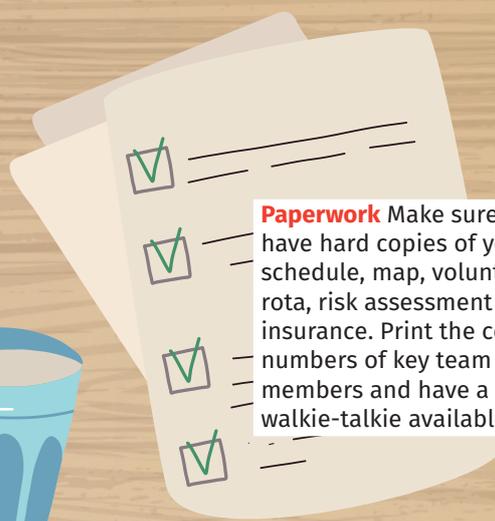




**Water and reusable cups**

Keep drinkable water and a few cups on hand for attendees and lost children who may need rehydration.



**Paperwork** Make sure you have hard copies of your schedule, map, volunteer rota, risk assessment and insurance. Print the contact numbers of key team members and have a spare walkie-talkie available.



**Identify the PTA** Keep some spare hi-vis vests or PTA lanyards for anyone who wants to volunteer on the day.



**Battery packs and chargers** You may not have a charger for every phone and device, but make sure you can charge essentials, such as the chair's phone and your card payment machine.

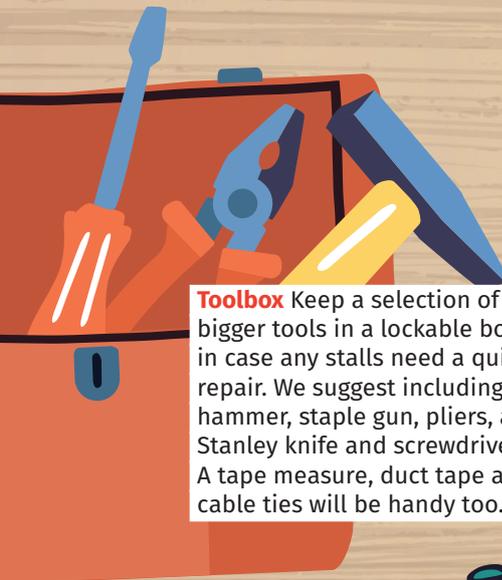


**Clean-up kit** Fairs can get messy! Provide cleaning supplies, such as blue roll, anti-bacterial spray, gloves and extra bin bags. Consider using recyclable materials and eco-friendly products.

# BASE CAMP

Including a PTA information stall as part of your fair means it can also serve as a practical base. Here's what to keep there

**A**s well as promoting the PTA's vital work in the school, your base camp can operate as a check-in station for volunteers, a meeting place for visitors and a safe place for lost children. Situate it close to a power outlet and water source, and make sure everyone knows it's there.



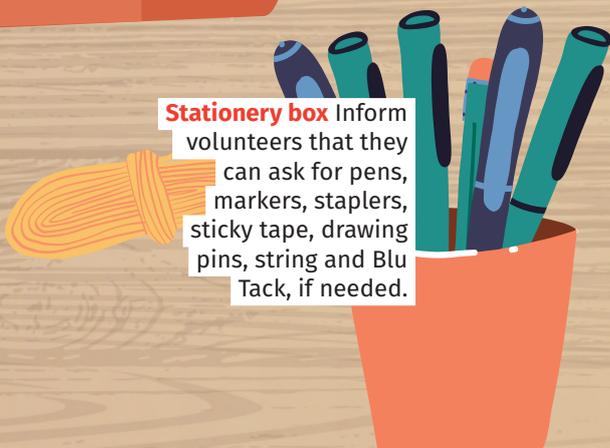
**Toolbox** Keep a selection of bigger tools in a lockable box in case any stalls need a quick repair. We suggest including a hammer, staple gun, pliers, a Stanley knife and screwdrivers. A tape measure, duct tape and cable ties will be handy too.



**First aid kit** Make sure you have a well-stocked first aid kit available in case of minor injuries. Ensure it includes essentials such as plasters and ice packs.



**Weather proofing** If hot weather or rain are forecast, be prepared with waterproof clothing, umbrellas, tarpaulins, gazebos and sunscreen. Keep a few spare tarpaulins or gazebos – or at least some extra tent pegs and a mallet – on hand if you have space.



**Stationery box** Inform volunteers that they can ask for pens, markers, staplers, sticky tape, drawing pins, string and Blu Tack, if needed.

