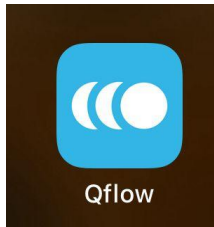


Entrance

Download the app Q FLOW which will be needed to scan entrance tickets, it's available on any app store, is free and secure.



The login details are:

Username: ellenbrookprimarypta@gmail.com

Password: 453741

Or

Username: sarah_leech100@hotmail.com

Password: 201964

Pre Purchased Tickets

They will have had e-tickets emailed to them from ellenbrookprimarypta@pta-events.co.uk

Scan the QR Code on each ticket.

If the customer cannot find their tickets you can search by name in the app.

On The Gate Tickets

Price is the same as online: Adults - £5 / Under 16's - £1

Cash and Card Payments taken you will be provided with a float and card machine.

Flag to all people coming in:

- Entrance to the event via the side gate towards the carpark
- The inflatables and climbing wall need wristbands/tokens for use. They can be purchased at the entrance or at a dedicated stall located at point 1B on the site map
- QR code to scan for event programme

Reminders for entrance:

- Children should be supervised by an adult
- No dogs except guide dogs
- Own food and drink is not permitted
- They can bring their own chairs/blankets
- If people want to leave and come back stamp their hand with the stamp provided
- Children should not leave unless supervised by an adult

Volunteers

- Still require a ticket to get in but may come to the front of the queue if it's close to their volunteer slot.
- They should know which stall/activity they have been assigned to, this information is also in the volunteer hub however you will be provided with a list of activities and volunteers.

Performers

- There is a list of performers provided if needed
- They will have been told in advance where to go however if they are unsure direct them to the stage and the sound engineer will be at the side of the stage to assist.
- If they have equipment to carry please direct them through the nursery entrance rather than the normal entrance towards the carpark.
- Contact either Sarah for assistance.

Cash Back

- Any stall with a card machine can give cashback provided you have enough notes to continue running your stall, if not please direct customers to the designated cash back stands shown on the site map.
- Enter the amount requested into the card machine like a normal sale, when the transaction is approved give the cashback out of the float.

If you need extra change or have a large supply of notes please either use the walkie talkies to contact Sarah Wood or Sarah McDermott - If it's too loud call or message them on the following numbers Sarah Wood - 07817 737086 and Sarah McDermott 07584 208339.

Set up Instructions

To set up for this activity you will need:

- Entrance Signs - Pre-Booked Tickets, on the gate purchases, price lists for tickets and wrist bands, wrist band info and QR code for event programme. Reminders for No Smoking etc..
- Float - Provided 15 mins before event begins
- Card Machine with log in details
- Volunteer & Performer List
- Table and Chairs

Soak the Teacher (From 4pm)

£1 for 3 Sponges - Cash only

- Stocks, buckets and sponges will be set up and ready
- Mr Wright and any other teachers will to join in will go in to the stocks
- Players must stand behind the marked line to throw the sponges.
- 3 sponges each.
- Buckets can be filled up using the outdoor tap outside the Y3 classrooms if needed.
- Activity will run until the teachers have had enough!

Set up Instructions

This activity is going on the field under the teachers games gazebos

To set up for this activity you will need:

- Signs - Activity Sign and Price Sign
- Stocks
- Buckets filled with water from the tap outside year 3 class rooms.
- Sponges
- Float - Provided 15 mins before event begins
- Small Table

Glitter Stand & Face Painting

Glitter - Cash or Card payments accepted

We have a selection of glitter, gem stickers and temporary tattoos available for children to pick from, all for various prices.

Please get to the stand 5-10 mins ahead of your start time and Pooja will talk you through everything.

Face Painting (until 4pm) - Cash or Card payments accepted

We have hired a professional face painter , volunteers are there to take payments only.

All designs are £4

Cash Back

- Any stall with a card machine can give cashback provided you have enough notes to continue running your stall, if not please direct customers to the designated cash back stands shown on the site map.
- Enter the amount requested into the card machine like a normal sale, when the transaction is approved give the cashback out of the float.

Set up Instructions

This activity is going under the shelters outside the New Hall Entrance

To set up for this activity you will need:

- Signs - Activity Sign and Price Sign for both Glitter and Face Painter
- Float - Provided 15 mins before event begins
- Card Machine with Log in details
- 2 x Tables
- 4 x Chairs
- Glitter, sponges, and all equipment - See Pooja.
- Face Painter to bring own equipment.

Snacks, Soft Drinks and Festival Merchandise

- This is a sale stall and cashback.
- Cash and Card Payments Accepted
- All prices are clearly displayed on the stall and the app
- Additional Stock is under the table, if you run out of an individual item it means we've sold out.
- The drinks, crisps and snacks are also available at the bar.

Cash Back

- Enter the amount requested into the card machine like a normal sale, when the transaction is approved give the cashback out of the float.
- This stall had been provided with additional float to cover the cashback needs however contact either Sarah (details below) if you run out of notes.

If you need extra change or have a large supply of notes please either use the walkie talkies to contact Sarah Wood or Sarah McDermott - If it's too loud call or message them on the following numbers Sarah Wood - 07817 737086 and Sarah McDermott 07584 208339.

Set up Instructions

This activity is going on the edge of the field, near the climbing frame outside the year 3 classrooms

To set up for this activity you will need:

- Gazebo
- Signs - Activity Sign and Price Sign for both Refreshments and Festival Merchandise
- Float - Provided 15 mins before event begins
- Card Machine with Log in details
- Big Table
- Popcorn Machine (No need to plug in it's just for decorative purposes)
- Stock from container and fridge/freezer in container.
- White Esky containers
- Ice to keep drinks cold (fill behind stall using outdoor tap)

Bottle tombola

£2 a go, everyone's a winner - Cash or Card

- 1- 20 numbers placed on table, with one 'bottle' on each number
- Put a mix of bottles out, including a 3-4 small waters
- 20 numbered ping pong balls in a box
- They pick out a ball (no peeking)
- They win whatever is on the number
- Replenish number with a new bottle
- Children can not win alcohol unless accompanied by an adult.
- If can not drink alcohol for religious reasons, allow them to pick another number till they get a suitable prize.

Cash Back

- Any stall with a card machine can give cashback provided you have enough notes to continue running your stall, if not please direct customers to the designated cash back stands shown on the site map.
- Enter the amount requested into the card machine like a normal sale, when the transaction is approved give the cashback out of the float.

If you need extra change or have a large supply of notes please either use the walkie talkies to contact Sarah Wood or Sarah McDermott - If it's too loud call or message them on the following numbers Sarah Wood - 07817 737086 and Sarah McDermott 07584 208339.

Set up Instructions

This activity is going on the field under the teachers games gazebos

To set up for this activity you will need:

- Signs - Activity Sign and Price Sign
- Big Table x2 Front of Stall and Back
- Laminated Numbers set out 1 - 20 set out on front table
- Box with numbered Ping Pong Balls
- Stock of Bottles to replenish set up on and under back table
- Float - Provided 15 mins before event begins
- Card Machine with Log in details (shared with sweetcup tomobola)

Sweet Tombola

£2 a go, everyone's a winner - Cash or Card

- 20 numbers placed on table, with one 'cup of sweets' on each number
- 20 numbered ping pong balls in a box
- £2 a go, everyone's a winner
- They pick out a ball (no peeking)
- They win whatever is on the number
- Replenish sweets
- If you get any queries about vegan/dairy free then they can swap to one that's suitable.

Cash Back

- Any stall with a card machine can give cashback provided you have enough notes to continue running your stall, if not please direct customers to the designated cash back stands shown on the site map.
- Enter the amount requested into the card machine like a normal sale, when the transaction is approved give the cashback out of the float.

If you need extra change or have a large supply of notes please either use the walkie talkies to contact Sarah Wood or Sarah McDermott - If it's too loud call or message them on the following numbers Sarah Wood - 07817 737086 and Sarah McDermott 07584 208339.

Set up Instructions

This activity is going on the field under the teachers games gazebos

To set up for this activity you will need:

- Signs - Activity Sign and Price Sign
- Big Table x2 Front of Stall and Back
- Laminated Numbers set out 1 - 20 set out on front table
- Box with numbered Ping Pong Balls
- Stock of Sweet Cups to replenish set up on and under back table
- Float - Provided 15 mins before event begins
- Card Machine with Log in details (shared with Bottle tomobola)

Lucky Dip & Squishy Stall

Lucky Dip - Cash or Card Accepted

£1 a go, everyone wins

- They pick a prize, no peaking!
- There is a mix of gifts in the box, we would encourage the children to keep the gift they draw however there is a box of spares so they can swap if necessary rather than picking a new bagged item
- There is a bag of extra lucky dip items to replenish the box as needed
- In the box there are some laminated cards which say 'exchange for a bubble wand' there will be a supply of bubble wands on the stall.
- Children cannot swap a lucky dip item with an item from the Squishy Stall

Squishy Stall - Cash or Card Accepted

- Stock of NeeDoh, squishies and dumplings to sell
- Various prices - Price List on Stand
- We only have the stock that's out, once it's gone it's gone.

Cash Back

- Any stall with a card machine can give cashback provided you have enough notes to continue running your stall, if not please direct customers to the designated cash back stands shown on the site map.
- Enter the amount requested into the card machine like a normal sale, when the transaction is approved give the cashback out of the float.

If you need extra change or have a large supply of notes please either use the walkie talkies to contact Sarah Wood or Sarah McDermott - If it's too loud call or message them on the following numbers Sarah Wood - 07817 737086 and Sarah McDermott 07584 208339.

Set up Instructions

This activity is going on the field under the teachers games gazebos

To set up for this activity you will need:

- Signs - Activity Sign and Price Sign for Lucky Dip & Squishies
- Big Table
- Lucky Dip Box filled with gifts
- Surplus bagged gifts to restock
- Spare gifts in box in case of swaps
- Bubble wand prizes
- Squishy Stock
- Float - Provided 15 mins before event begins
- Card Machine with Log in details

Yucky Dip

50p a go - Cash only

- The box of slime contains insects, winning insects have a red dot on the underside of the insect.
- The insect can go back into the slime
- Winners pick a prize from the box
- There is a supply of kitchen roll to wipe hands/arms after the game and hand sanitiser.

Cash back is available at wristband stall within the game area or at the Refreshment/Merchandise Stall outside the Year 3 classrooms.

If you need extra change or have a large supply of notes please either use the walkie talkies to contact Sarah Wood or Sarah McDermott - If it's too loud call or message them on the following numbers Sarah Wood - 07817 737086 and Sarah McDermott 07584 208339.

Set up Instructions

This activity is going on the field under the teachers games gazebos

To set up for this activity you will need:

- Signs - Activity Sign and Price Sign
- Table
- Large Plastic Box
- Slime (needs to be made with water)
- Plastic Insects
- Box of Prizes
- Kitchen Roll
- Bin
- Hand Sanitiser
- Float - Provided 15 mins before event begins

Hook a Duck

£0.50p a go - Cash only

- Encourage the children to hook a duck using the rod. You can assist younger children if needed.
- Once a duck is hooked, check underneath for a coloured dot or star to win a prize.
- Return ducks to the pool and rods to the table after each go.
- Winner collect a prize from the box

If you need extra change or have a large supply of notes please either use the walkie talkies to contact Sarah Wood or Sarah McDermott - If it's too loud call or message them on the following numbers Sarah Wood - 07817 737086 and Sarah McDermott 07584 208339.

Set up Instructions

This activity is going on the field under the teachers games gazebos

To set up for this activity you will need:

- Signs - Activity Sign and Price Sign
- Small Table
- Paddling Pool
- Water from tap outside year 3 class rooms
- Ducks
- Hook Poles
- Box of Prizes
- Float - Provided 15 mins before event begins

Grab a Teddy

£2 a go - Prize everytime - - Cash only

- Use the grabber to pick a teddy
- Replenish as required

All the stock is out, once it's gone it's gone!

If you need extra change or have a large supply of notes please either use the walkie talkies to contact Sarah Wood or Sarah McDermott - If it's too loud call or message them on the following numbers Sarah Wood - 07817 737086 and Sarah McDermott 07584 208339.

Set up Instructions

This activity is going on the field under the teachers games gazebos

To set up for this activity you will need:

- Signs - Activity Sign and Price Sign
- Small Table
- Foldable Paddling Pool
- Litter Pickers
- Soft Toys
- Float - Provided 15 mins before event begins

Play Your Cards Right

£1 a go! - Cash Only

- Turn over the first card, player guesses higher or lower
- Correctly guess higher or lower on all 6 cards to win a prize.

If you need extra change or have a large supply of notes please either use the walkie talkies to contact Sarah Wood or Sarah McDermott - If it's too loud call or message them on the following numbers Sarah Wood - 07817 737086 and Sarah McDermott 07584 208339.

Set up Instructions

This activity is going on the field under the teachers games gazebos

To set up for this activity you will need:

- Signs - Activity Sign and Price Sign
- Small Table
- Giant Cards
- Card Stand
- Box of Prizes
- Float - Provided 15 mins before event begins

Nerf Nerdz Battles

£2 per child for 20 min game - Cash or book online to pay by card.

- Slots running every 20 mins from 1.20pm
- Manned and hosted by Claire McMahon
- Players will be given a briefing at the start of each 20 minute slot

Set up Instructions

This activity is going to be in the Nursery play area.

To set up for this activity you will need:

- Signs - Activity Sign, Price Sign and Next battle starts in X mins sign.
- Dry white board pen
- Small Table
- Float - Provided 15 mins before event begins
- All Nerf equipment provided and set up by Claire

Wristband & Token Sales

This activity is going to be in two areas at the main entrance and near the games activities on the field (area 1B on the site map)

Wristbands or tokens will be required for the inflatables and the climbing wall. Customers can buy:

- a single-use token for a single turn on one of the inflatables or one climb to the summit on the climbing wall for £3 each
- A wristband for unlimited use of the inflatables for the full event for £6 each
- A wristband and 1 climbing wall token for £8 each.

Wristbands must be kept on for the full event

We will be unable to replace lost wristbands or tokens.

Children will be required to follow the instructions provided by the people on the stall

To make it fair for all and safe, wristbands do not permit children to stay on the inflatables indefinitely, they will be required to exit after the designated number of turns/minutes per go and rejoin the queue for another go.

The stall on the field will also be providing cashback and will be provided with additional float for this purpose.

Cash Back

- Enter the amount requested into the card machine like a normal sale, when the transaction is approved give the cashback out of the float.
- This stall had been provided with additional float to cover the cashback needs however contact either Sarah (details below) if you run out of notes.

If you need extra change or have a large supply of notes please either use the walkie talkies to contact Sarah Wood or Sarah McDermott - If it's too loud call or message them on the following numbers Sarah Wood - 07817 737086 and Sarah McDermott 07584 208339.

Set up Instructions

This activity is going to be in two areas at the main entrance and near the games activities on the field (area 1B on the site map).

To set up in both areas for this activity you will need:

- Signs - Activity Sign and Price Sign
- Small Table
- Wristbands
- Tokens
- Float - Provided 15 mins before event begins
- Card Machine

Climbing Wall

This activity is on the carpark

£3 a go (correct change only) or 1 token - One turn to climb to the Summit

- SCL will ensure climbers are safe and ready to climb.
- This is an unmanned stall please use the bucket provided for the money/tokens

If you need any assistance please either use the walkie talkies to contact Sarah Wood or Sarah McDermott - If it's too loud call or message them on the following numbers Sarah Wood - 07817 737086 and Sarah McDermott 07584 208339.

Set up Instructions

To set up for this activity you will need:

- Signs - Activity Sign and Price Sign
- Small Table
- Bucket

Huntrix Meet & Greet - 5.05pm-5.45pm

This is an unmanned free activity and will be in the Chatterbox

- Children/families should queue to meet Huntrix in the marked area outside the chatterbox down the side of the pencil fence running alongside the reception playground. Please do not queue towards the bar area.
- Please don't queue in front of the doors so that people can exit before you enter.
- You're welcome to take photographs of your own children but please be mindful of other children when taking general pictures of Huntrix.
- Being in the queue doesn't guarantee you will be seen, this is very much dependent on the length of the queue. Huntrix will do their best to meet everybody in the queue however will need to leave at 5.45pm.

Set up Instructions

To set up for this activity you will need:

- Signs - Activity Sign
- Balloons
- Decorations
- Lights

Circus Fun - Bubble Workshop & Balloon Modelling

This activity is going on the field next to the teachers games gazebos outside the PTA container

It is a free activity hosted by Circus Fun

Set up Instructions

N/A Full set up including Gazebo to be done by vendor

Garden Games

This a free activity on the field

Set up Instructions

To set up for this activity you will need:

- Giant connect 4 (Hired)
- Giant Jenga (Hired)
- Bean Bag Toss & Bean Bags (PTA Equipment)