1/ **Order Lucky dip items:**

- Use the suppliers used in previous years (refer to the Lucky Dip notes in wallet provided), or you can source new suppliers.
- Be sure to order items in plenty of time to have them bagged and ready for fete day.
- Read previous years notes to see what sold well and what didn’t, and order items accordingly.
- Approximately 500 lucky dip items need to be purchased, and the stall also sells other items that are not “lucky dip” – such as glowing teeth, sunglasses, soft toys etc. Refer once again to previous year’s notes and invoices.

2/ **Payment:**

- Once you have placed the order, give the invoice/s to the fete committee to be authorised and paid. To do this please complete a Purchasing Authorisation form (located on the website) and attach your receipts to it. Place it in an envelope, and put it in the fete box in the foyer at the school for processing. **All fete expenses must be presented by the Wednesday prior to fete day.**

3/ **Packaging:**

- Collect items or have them delivered to you. Bag up the luck dips in brown lunch paper bags (obtain these from the fete committee), and place into boxes marked “Boys” or “Girls”.

4/ **Signs:**

- Prepare signs listing the price of the lucky dip (ie $1 for 1, $2 for 3), and itemised lists of the products being sold separately.

5/ **Setup:**

- Arrive at the fete approximately 1 hour before fete start time and set up your stall. The lucky dip display case will be at your stall already, as will be trestle tables to set up the non lucky dip items on.
6/ **Stall Staff Roster:**

The school community volunteers for stalls using an online database which is accessed through the fete website. The fete committee will provide you with instructions on how to enter and edit information.

Print out your volunteer list from the database prior to fete day, so you know what volunteers you are expecting and when.

Volunteer badges or aprons are provided with your float. Please ensure these are passed to the next rostered volunteers throughout the day, and returned with your float at the end of the day.

7/ **Money Collection:**

The fete committee will advise you beforehand of how and when to collect the float for your stall. Throughout the day money collectors will visit your stall to take away excess money.

8/ **Stock Liquidation:**

Let volunteers know that they can lower the prices at the end of the day to get rid of stock. Try to at least sell it at cost – perhaps have copies of the invoices on hand so you know how low you can go.

9/ **Packing up:**

Return your float according to instructions previously provided by the fete committee.

Please make a list of unsold items (perhaps write it on the copies of invoices), and place this in the Lucky Dip wallet for next year’s reference. Also make notes if you sold out of any product and could have done with more of it. Notes such as these are invaluable for the following year!

Pack up all left over items into boxes, and take them to the fete container, which is on the oval near the OSHC building. The lucky dip display case also needs to be returned to the fete container.

Return the lucky dip wallet to the fete committee.

Thank You!