



# CHILDREN DISCO





# Project Management Checklist

## 1. Advertising

Contact school to setup Parent Pay  
Poster design  
Text (Parent Mail, Classlist, Whatsapp Group)

## 2. Volunteer

Recruiting text (Classlist, Whatsapp Group)  
Teacher volunteer (1 for each year group, in charge of check in & out)  
Parent volunteer (2 groups: setup & G1; G2 & clean up)  
Disco lady (Kristy, Rosie, Despina, and more options)  
First Aider

## 3. Equipments

Speakers and control panel from GARY  
Wristband (needs to be dispatched in classroom)  
High V jacket for volunteer

## 4. Document Check

Sign Printing  
Risk Assessment Form  
Poster on School Gate  
DBS certificate check

**Wristband needs to be dispatched  
2 Days in advance  
(Classroom)**



# Preparation & Purchase

## Shopping List

### 1. Sainsbury's Branded Cakes

*Sainsbury's Iced Fairy Cakes x12*

*Sainsbury's Vanilla Sponge Fairy Cakes x12*

*Sainsbury's Iced Fairy Cakes x6*

### 2. Squash Juice

*Robinson's Double Strength Fruit Squash Blackcurrant 1L*

*Robinson's Double Strength Fruit Squash Orange 1L*

### 3. Crisps

*Sainsbury's Ready Salted Crisps x12*

### 4. Haribo (optional)

*Haribo Share the Happy Multipack Bag x22 (small pack)*

### 5. Ice Lolly (optional)

*Rainbow Ice Lollies x8*

### 6. Glow Sticks

[https://www.amazon.co.uk/Glow-Sticks-Bulk-Party-Supplies/dp/B07D4LLMGL/ref=sr\\_1\\_1\\_sspa?keywords=glow+sticks&qid=1674641103&srefix=glow%2Caps%2C66&sr=8-1-spons&sp\\_csd=d2lkZ2V0TmFtZT1zcF9hdGY&psc=1](https://www.amazon.co.uk/Glow-Sticks-Bulk-Party-Supplies/dp/B07D4LLMGL/ref=sr_1_1_sspa?keywords=glow+sticks&qid=1674641103&srefix=glow%2Caps%2C66&sr=8-1-spons&sp_csd=d2lkZ2V0TmFtZT1zcF9hdGY&psc=1)

### 7. Special food for Teacher & Volunteers

*Sandwich, crisps, bottle drinks, etc.*

## From Parents' Room

1. Jar with tape x2

2. Cake stands

3. Colouring pens (younger group colouring activity)

4. Food gloves

5. Rubbish bag

6. Recycle bag

7. Pens (marking wrist band)

8. Kitchen Paper / Tissue Paper

9. BHSA Cloths, tea towels, washing up

10. Hi-Vi Jacket (for volunteers)

\*

Prepare Food & Snakes for LATE Volunteers  
(parent & teacher, who work for both Groups)

**Disco Lady and Disco Equipment**



## PARTY TIME

**Year 1-3**

**4:45 - 6:00 pm**

**Year 4-6**

**6:15 - 7:30 pm**

## PARENT VOLUNTEER TIME

**Year 1-3**

**Arrive by 3:30pm**

Decorate the venue  
Setup Food Table

**Year 4-6**

**Arrive by 6:00pm**

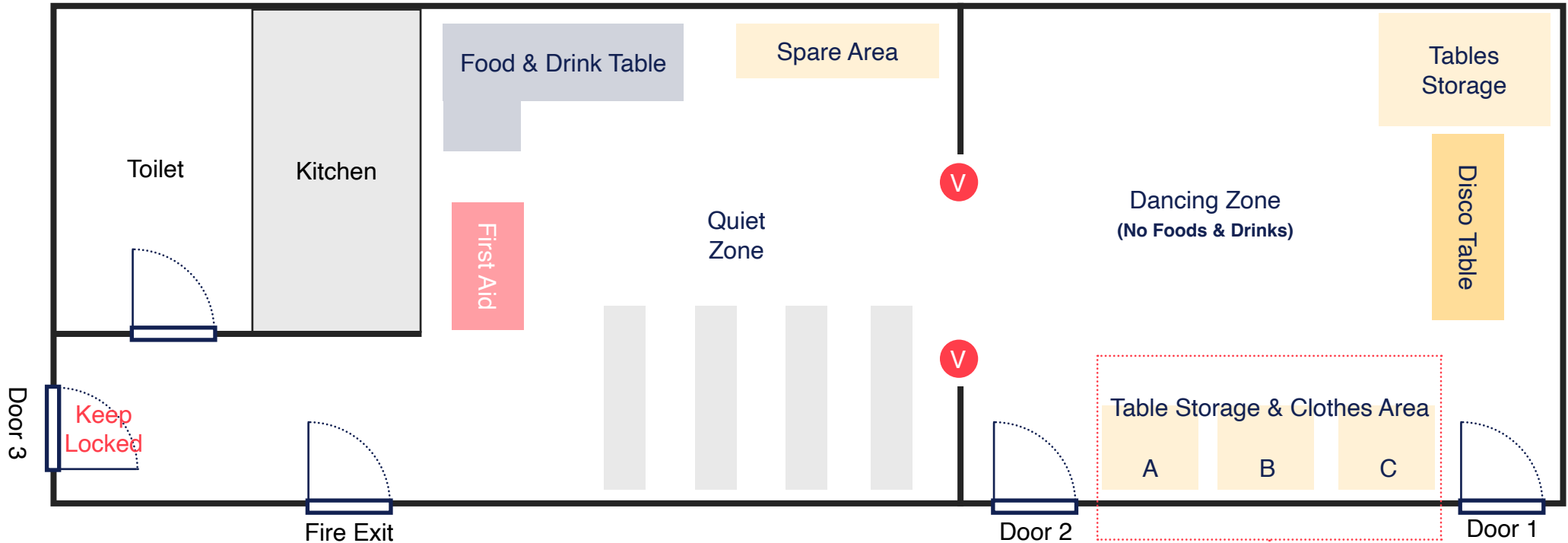
Tidy up rubbish  
Put used cups to dishwasher  
Reset the layout of canteen

***\*Teacher volunteers needed***



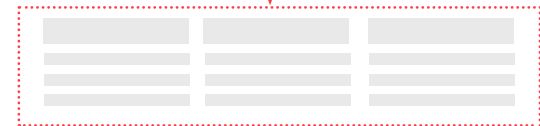
# EVENT FLOOR PLAN

Canteen of Belmont (Hive)



## Notes

- ABC Table Storage please see instruction on the right.
- ABC Table Storage and Clothes Area is for holding children's clothes, in case of they come straight after the after school clubs. Categories according to year group.
- **Foods & Drinks** NOT allowed in Dancing Zone



- 4 layers of table stored here in total.
- 3 layers of folder table, for clothing storage purpose, categorised according to year group.
- The outer layers of table with Bench opened, for sitting purpose.



# PROGRESS

## Check-in

1. Check-in at the school **main gate** according to group years (**V1**).
2. Check children's name on the list.
- 3. Ask parents/carers to take children's coats and bring them back when pickup.**
4. Check wrist band (**V2**).
5. Let go

**2-3 Volunteers for Year Group**  
**\*Teacher Volunteers needed**



## Food & Drink Table

- 1. Make sure Food for the Second Group is stored separately.**
2. Mix juice in a jar (**V1**).
3. Use cups from Canteen, and may need to wash cups during the event (**V2**).
4. Make a mark on children's wrist band after collecting snacks (**V3**), e.g.  
**Circle** for cakes;  
**Triangle** for Crisps;  
**Cross** for something else, etc.

**3-4 Volunteers Shifting**



## Dancing Zone

- 1. *No Foods & Drinks Allowed in Dancing Zone.***
2. **END:** Children sit in-line according to **class** and **year** groups.

**2 Volunteers standing at Spot V for stopping children bring foods to dancing zone;**

**3-6 Volunteers walk around**



## Pick-up

1. Parents/carers wait at doors according to the **Pick-up & Drop-off Plan** on next page.
2. *Get ready for the second half.*

**Same volunteer as Chick-in**  
**\*Teacher Volunteers needed**



## Check-in

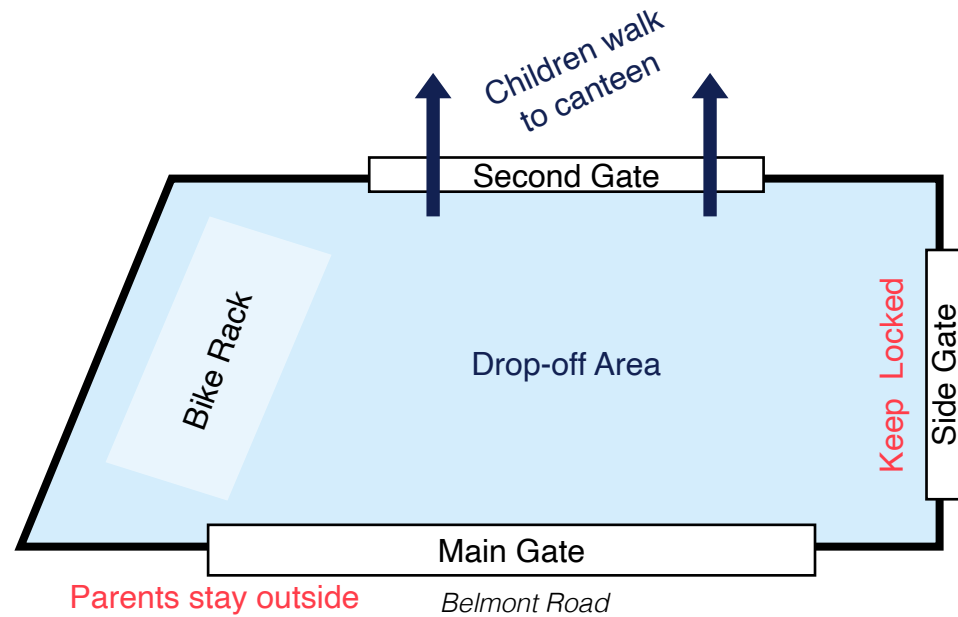
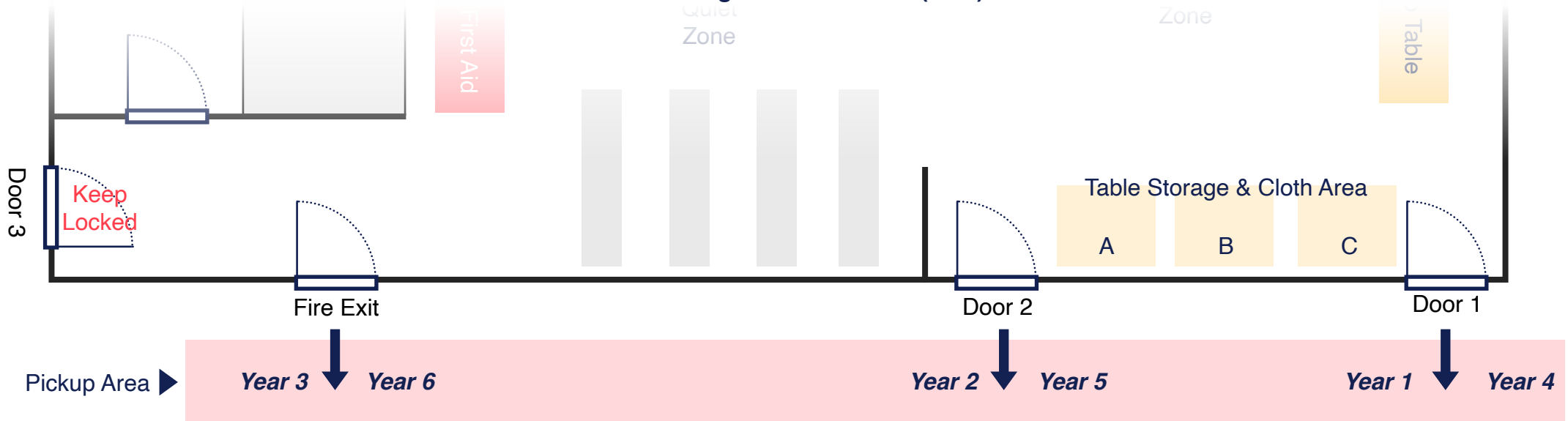
1. Check-in Starts **ONLY** when all pick-up parents/carers (last group) left the main gate.
2. Repeat the progress.

• V1 = Volunteer One; V2 = Volunteer TWO, etc.



# Pick-up & Drop-off Plan

School main gate and Canteen (Hive)



## NOTE

1. Kids come with the Wristband ready.
2. Parents stay outside the main gate.
3. Ask parents/carers to take children's coats and bring them back when pickup.
4. 1 volunteer do check-in and 1 volunteer distribute wrist bands for each year group.

# ROLE & SCHEDULE



3:30 - 4:15pm

**Space Setup**  
**Younger Group Volunteers**

1. Take photos of the original table layout in canteen.
2. Move tables to Table Storage Area in Dancing Zone.
3. Setup the Food Table, prepare juice.
4. Help set up the disco control table.
5. Get the Check-in List ready and Wrist Band ready.

Open main gate

4:30 - 4:45pm

**Check-in**  
**Younger Group Volunteers**

1. *Refer to last page.*
2. Just in case some children still have their coats with them, coats should be put in the Spare Area.

Lock main gate

4:45 - 5:50pm

**Party Time**  
**Younger Group Volunteers**

1. Volunteers (with **DBS certificate**) have to **check the toilet regularly**, every 15 mins.
2. Walk around and inspect both dancing and quiet zone.

6:00 - 6:15pm

**Ready to go**  
**Younger Group Volunteers**

1. Children line up according to year groups, and ready to go.
2. Clean rubbish if any.

Open & lock main gate

6:00 - 6:15pm

**Pickup, Reset**  
**Younger Group Volunteers**

1. Parents pick up their children from the location when drop-off.
2. Reset the space for second half.

6:15 pm - End

**Older Group Volunteers**

1. Repeat from the beginning.

7:30pm - 8:00pm

**Older Group Volunteer**

1. Reset table layout according to the photo.
2. Tidy up and remove rubbish.

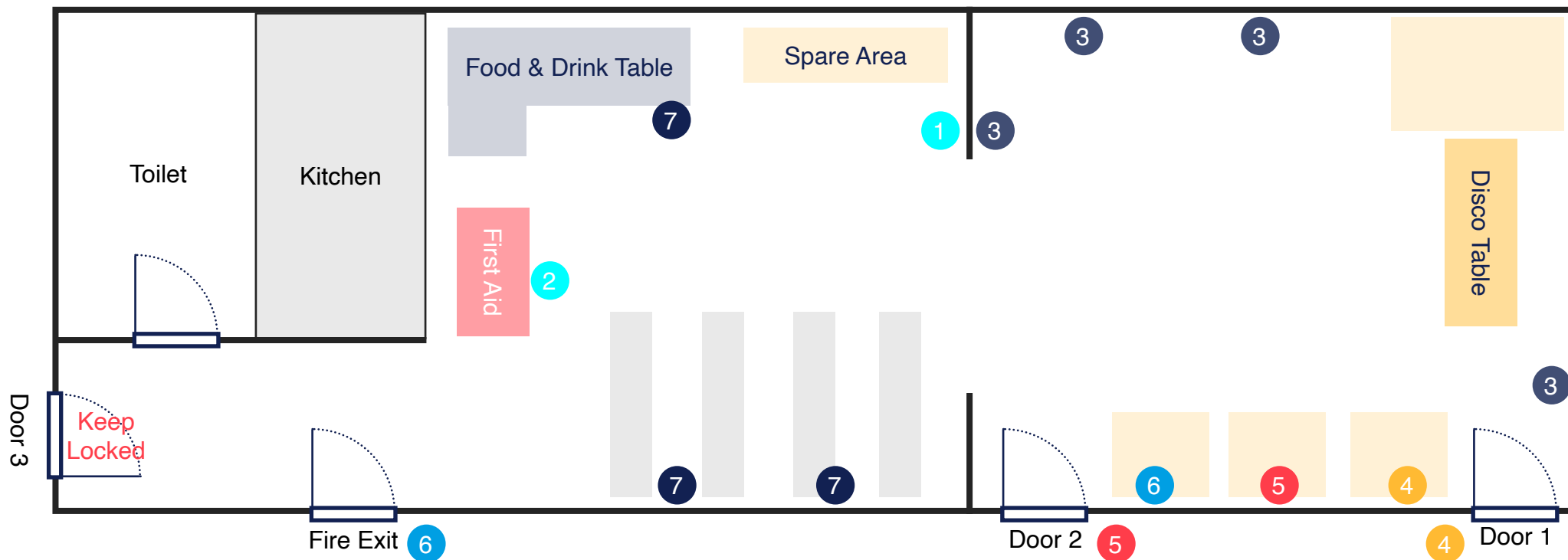
Lock main gate





# Wall-Sign Plan

Canteen of Belmont (Hive)



## Signs

- 1. " No Foods & Drinks in Dancing Area " x 1
- 2. " First Aid " x 1
- 3. " No Foods & Drinks " x 4
- 4. " Year 1 / Year 4 " x 2
- 5. " Year 2 / Year 5 " x 2
- 6. " Year 3 / Year 6 " x 2
- 7. "Please return used cups to basket" x 3



# TIDY UP to-do list

1. **Collect cups from tables**
2. **Wash used cups**  
*(Put the in washing machine and turn it on washing)*
3. **Put un-used snacks to a trolley**
4. **Clean toilets**
5. **Sweep the floor**
6. **Mop the floor**
7. **Reset the table layout**
8. **Dump rubbish**
9. **Recycle at home** (if possible)
10. **Turn off lights**
11. **Check all the doors and gates are locked**



# Thank you very much for volunteering

Please remember that your warm heart contributes a lot to all these events. These events aim to enrich your children's experience, and to fund raise for the school that directly benefits the kids.