

SANTA'S GROTTO



PREPARATION

Sponsor

- Get in contact with Snappy Snaps whom regularly support our fair. To discuss about photo printing

Volunteer Recruitment

- Photographers
- Santa Actor
- Decorating volunteer
- On-site volunteer

Decoration

- Decoration materials store in Parent's Room
- Recommend making decorations 1 day before the fair

Ticket Sale

- Make the price
- Pre-sale on ParentPay



Price according to
Christmas Fair 2023



PREPARATION SCHEDULE

1 Month Before

1. In contact with Snappy Snaps, ensure their sponsorship and how to work with the printing.
2. Setup Ticket Sale on ParentPay, the school will help with that.

1 Week Before

1. Volunteer recruiting
2. Locate, check and purchase decoration material
3. Monitor Ticket Sale

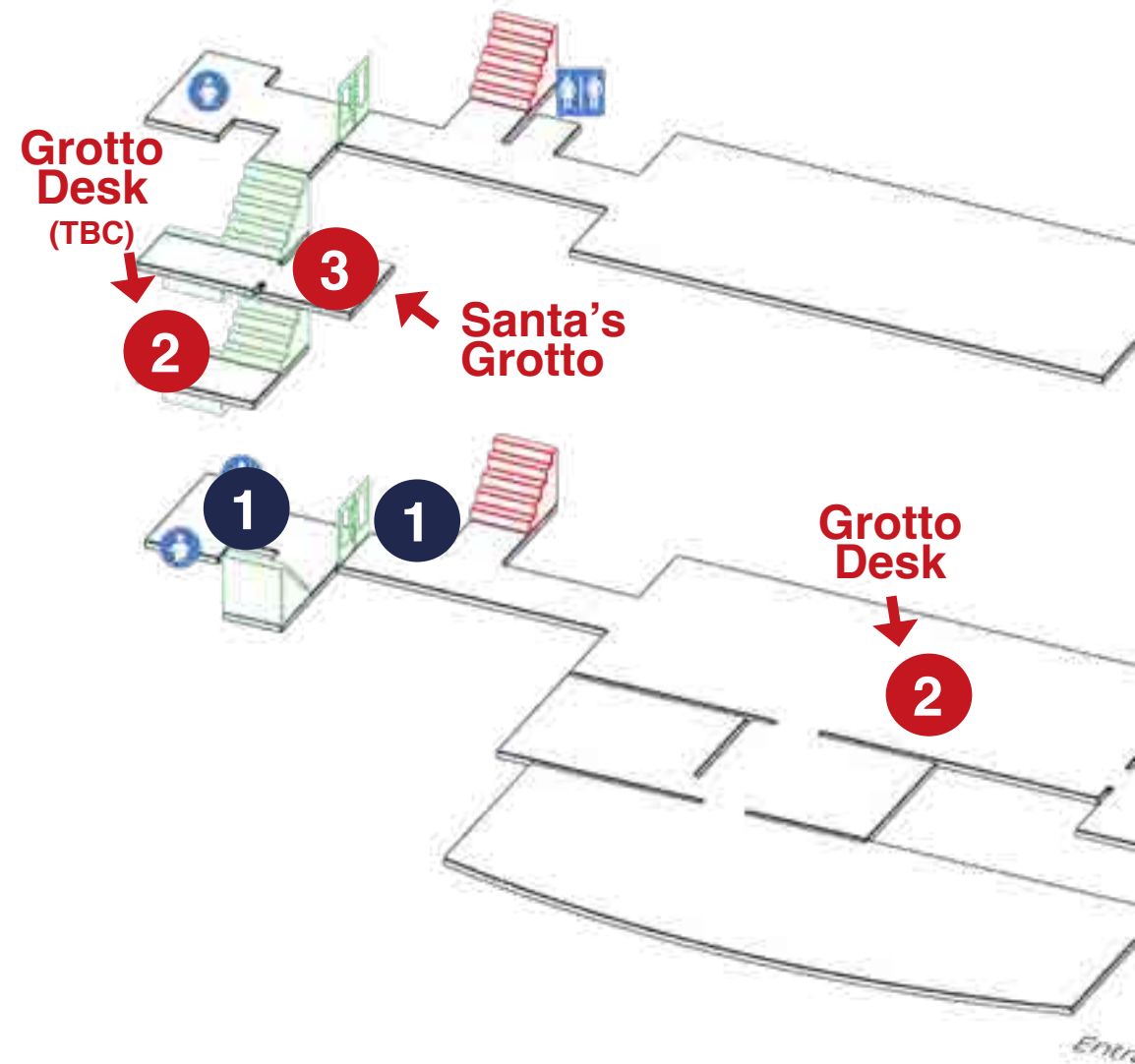
1 Day Before

1. Print out list of ticket sale, school can help with this.
2. Grotto Room installation.
3. Place signage to show direction to Grotto.
4. Setup grotto desk in Group Floor Hall.
5. Print out Photo SLips, see below.

Fair Day

1. SHOW TIME
2. Operational plan for the fair day please see below

Signage & Location



1. Signage **"To GROTTTO only"**
2. Ticket sale/check in table
3. Santa's Grotto location

ON-SITE OPERATION

Check in

1. Check in or purchase ticket on the Grotto Desk that located in the Hall, Ground Floor.
2. Fill up the photography slip, see below
3. Show the way to the Grotto

**** It will be a ONE WAY system to go to the Grotto.***

1 Volunteer for Grotto Desk



Line up

1. Line up to the grotto
2. Hand in your Photo Slip for Photographer

1 Volunteer



Photo

1. Photographer write down the photo ID/number, and keep the Slip

PHOTO SLIP



PHOTO SLIP

Child's Name

Spiderman

Year Group

1

Email

SPIDERMAN@BELMONT.COM

Class

Apple

In capital readable letters, please.

Item Purchsed

- 1 Photo
- 1 Photo & Keyring
- 3 Photos
- 3 Photos & 1 Keyring
- Digital Photo

Photo ID

PS-0032

Photographer Use only

Print from next page





PHOTO SLIP

Child's Name _____

Year Group _____

Email _____

Class _____

In capital readable letters, please.

Item Purchased

- 1 Photo**
- 1 Photo & Keyring**
- 3 Photos**
- 3 Photos & 1 Keyring**
- Digital Photo**

Photo ID

Photographer Use only



PHOTO SLIP

Child's Name _____

Year Group _____

Email _____

Class _____

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Item Purchased

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Photo ID

Photographer Use only

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.

