**YR 7/8 DISCO - CRIB SHEET**

* Traditionally, FoSWGS have run three Discos each school year usually in October, February and June/July.
* Dates are decided in collaboration with the School and are finalised towards the end of the school year
* The Discos are normally held on the last Thursday of term in the School Main Hall from 6.30pm to 8.30pm; but will be subject to staff availability
* October is Y7 only. The other 2 are Y7 and 8
* Templates have been created online (website & canva) for everything you will need for tickets, SWGS/BWS posters.

**BOOK VENUE**

* Book the School Hall for the next disco with Clare Mears in finance office (mail to [finance@swgs.wilts.sch.uk](mailto:finance@swgs.wilts.sch.uk))

**BOOK DISCO**

* Book DJ. There are a number of local DJs to choose from:
  + Ian Sawyer - charges £150.00 and likes to be paid cash on the night. His email is [enquiries@rubytunes.co.uk](mailto:enquiries@rubytunes.co.uk). He is CRB checked and has been doing the event for many years.
  + Disco Dion - [07876 221663](https://www.google.com/search?q=disco+dion&rlz=1C1JZAP_enNZ787NZ787&oq=disco+dion&aqs=chrome.0.69i59j0i512j0i22i30l2j0i15i22i30j0i22i30j69i60l2.3324j0j7&sourceid=chrome&ie=UTF-8)
  + Nick 07568364850; amroadshow&inflatables

**THREE WEEKS BEFORE DISCO:**

* **Change date on poster template**

(See templates. **NB:** normally go on sale10days before disco)

* **Email details to Lower school heads at SWGS & BWS, Head PAs & receptions**. They’ll ask for info they require
* **Email poster and ticket template to June Taylor to photocopy** (Email: [jxt@swgs.wilts.sch.uk](mailto:jxt@swgs.wilts.sch.uk)) cc. Helen Timperley ([hxt@swgs.wilts.sch.uk](mailto:hxt@swgs.wilts.sch.uk))June will cut up tickets and send back via your daughter.
* 265 tickets then to be numbered by hand ( school don't have a printer that can produce numbered tickets. I usually delegate numbering to my daughter**)**
* **Tickets and numbered guest lists to be dropped into Helen Timperley at SWGS and Mrs Taylor at BWS.** (See separate numbered guest list template).

**NB:** Tickets must reach them before the date on the poster

* Send Ticket No’s 1 to 200 to SWGS with numbered list
* Send Ticket No’s to 201-265 to BWS with numbered list
* **Organise helpers** (Contact Willing Helper Organiser- currently Julie Mercer [julie\_mercer456@hotmail.com](mailto:julie_mercer456@hotmail.com))
* People needed to help sell sweets and drinks in the hall. As all of you know, 2 people can do it, but is better to schedule 3 in case of last minute no show.
* Traffic attendants – to stop cars entering school at top of drive (Must wear fluorescent jackets which are hanging on pegs near Friends’ cupboard) 2 needed at start and end of event
* Mrs Taylor and Mrs Timperley will organise 6th form helpers. From both schools. You will need to email Mrs Taylor to ask her to schedule helpers and get their names.
* Mrs Timperley organises them for the evening brilliantly. She does a rota so the girls cover the Cloakroom, Water Table, patrolling hall and taking tickets on the door. They will be in reception on arrival.
* **NB** – ideally a list of all helpers from outside SWGS should be prepared for fire security reasons and taken on the night of disco

**10 DAYS BEFORE DISCO**

**Send and email to all Y7/8 parents alerting them to the event. You do this by drafting an email and sending to Caroline Found at school** [CJF@swgs.wilts.sch.uk](mailto:CJF@swgs.wilts.sch.uk)**. also Classlist as most Y7/8 parents are signed up**

You may get some queries from new Y7 parents about what happens between the end of school and the start of the disco. Sixth form prefects usually organise pizza parties for each tutor group, but this is coordinated by Mrs Timperley, not FOSWGS

* **Organise float for sweets / drinks stall**

Email Ed Evans, [edevans@salisburyvineyard.co.uk](mailto:edevans@salisburyvineyard.co.uk) FOSWGS Treasurer with request for a float, and liaise with him re collection of float and dropping off ticket money/float after disco. Give Ed as much notice as you can. 2 weeks better than one as he travels a lot on business.

* **Liaise with Mrs Taylor at BWS to arrange collection of BWS ticket money/guest lists on disco day-** you will need to drop into school after lunch on the day of the event
* **Get Bookers card from Finance Office at SWGS**. If you email Clare, she will be happy leave it in reception for you to pick up.
* **Check left-over sweets and drinks in Friends’ cupboard to see what is still usable, and check cup/drink supplies, plus availability of table lamps/extension leads for the night**
* **Sweets:**

Sweets are bought from Bookers wholesalers in Harnham. SP2 8PF.

Keep receipts so we can reimburse from float or through bank transfer . Put your receipts in cash box at the end of the evening.

Generally spend about £70-£80 on sweets: favourites are tic tacs, cola whips, apple pencils, edible necklaces and anything long and sour. Avoid wrappers/packets as they just create litter. Buy about 10 different sweet boxes.

Almost all the sweets sell for 10p and suggested price is usually clearly marked on the boxes.

* **Cups –** if no supply in Friends cupboard at School, buy box of 1000 plastic cups from Bookers or let Chair know to order. Keep for next disco.
* **Drinks – Bookers not necessarily cheaper than Tesco**

Approx 15-20 2L fizzy bottles total depending on the season: Coke x 5, 5 x lemonade, apple, etc. (It’s good if these can be stored in a cool place until the disco as they are not pleasant when warm!). Keep receipts.

**DAY OF DISCO**

* **Collect money and guest list from Mrs Taylor's office at BWS after lunchbreak.**

Must have guest list for evening so we know who is in the building for security. Mrs Timperley will give you SWGS Ticket money and guest list on arrival.

**SETTING UP**

* **Arrive at around 6.00**
* **Give guest lists to those on door/ set up wix apps on phones to scan QR codes on tickets**
* **Pay DJ and put his receipt in float tin** – usually £200-250. *If date is known, ask him re booking for next disco.*
* **Reimburse organisers from float/ get bank details and put relevant receipts in tin**
* **Set out sweets/drinks/cups and label with prices**
* **Set out bottles/cups for drinks**

**NB:** Cups are used for water as well (water table is manned by 6th formers) but they must be rinsed out and re-used during disco. 6th formers will use all the cups we have if they can, so limit them to 100.!!

**Layout**

* **Disco is set up on stage DJ** will do all of this. We try to stop the youngsters from going on to the stage to give DJ requests. Best to station a sixth former with a notepad who can jot down what they want and pass it to the DJ.
* **3 Tables on right of doors for sweets and drinks** (Table lamp and extension lead in Friends cupboard for sweet table)
* **Water Table is on left.**
* **Ticket Table in Reception.** (6th formers sometimes set up tables before we get there).

**EQUIPMENT LIST (to take)**

* Sweets
* Drinks
* Cups
* Sellotape/ blu-tak
* Price Lists
* Guest lists
* Marker pens
* Scissors
* Cloths and Tea Towels
* Bin Bags
* Sweets, drinks, glo-sticks receipts for float
* Plastic bag for money from ticket sales
* Table lamps/extension leads if necessary ( usually in school cupboard opposite staff kitchen)
* Post it notes for disco requests

**CLEARING UP**

* **6th formers help to sweep hall floor and pack up tables**
* **Give the cash box and any ticket money to member of staff on duty to be given to Finance Office the following day**
* **Keep empty drink bottles in bin bag for recycling and count to see how many were used**