

NOTES ON RUNNING A SILVERDALE SATURDAY COFFEE MORNING

This document describes how Silverdale Saturday Coffee Mornings are usually run, for your information. As the hirer of the hall it is completely up to you to decide how to run a coffee morning, although some regular customers will be disconcerted if things are not as they expect them to be.

Please also read the general "GASKELL HALL - INFORMATION FOR HIRERS" document for information which applies to all hirers.

CONTENTS

HALL LAYOUT

HOW TO PROMOTE YOUR COFFEE MORNING

SET UP

DOOR

TOMBOLA

KITCHEN AND REFRESHMENTS

CLOTHES STALL

BRIC A BRAC

CAKE STALL

BOOK STALL

PA SYSTEM

TIDY UP

OTHER GENERAL INFORMATION

IDEAS FOR RUNNING THINGS DIFFERENTLY

SUGGESTED FLOATS FOR STALL

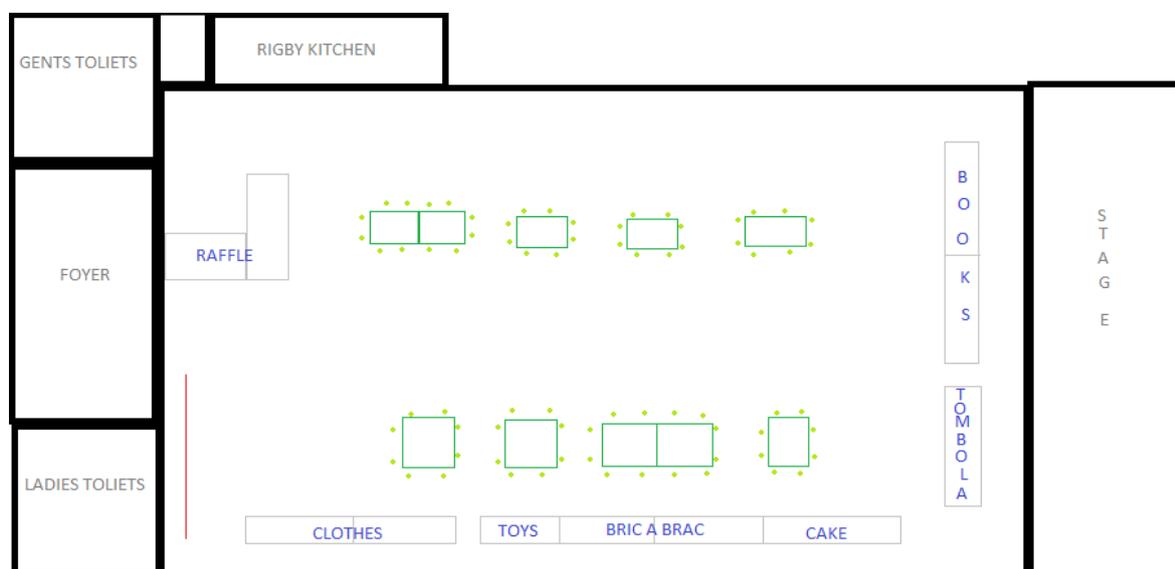
RAFFLE SALES SHEETS

HALL LAYOUT

The Hall will be set up for the Coffee Morning as detailed below if no other instructions are given to the Caretaker, minimum 7 days' notice of any changes please. Deborah Holt can be contacted on 07423 740570 or 01524 720 866 or email on caretakergaskellhall@gmail.com

You may set the Coffee Morning up in any layout as you wish as you are hiring the hall for your own event, the hall will be set up as standard unless any other instructions given.

Some groups choose to have extra stalls placed on the stage. This needs advance notice to make sure this is done before the Hall is open to public, as barriers need to be placed to make sure no one falls off the stage. Please be aware using the stage incurs an extra fee as it requires extra time from the Caretaker, please see the Booking Form for costs.



HOW TO PROMOTE YOUR COFFEE MORNING.

There are many ways to advertise your fundraiser within the community of Silverdale.

The Parish Magazine is printed monthly and goes to approximately 500 homes within the village you will need to email Trisha Maiden on stjmag@aol.co.uk. The deadline for copy in the following month's magazine is the 12th of the month, so for example if your coffee morning is in June you would need to have the information to the editor before the 12th of May. Please note there is no magazine in January.

There are many spaces around the village that advertising posters can be placed a list is detailed below, remember to either laminate posters or place in upside down A4 plastic wallet if going outside. Remember to keep two posters for the A3 board to go outside the hall on the day of the coffee morning.

Post Office / Silverdale News – they will only place Coffee Moring posters one week before the event.

The Library, Gills Hair Salon, the Co Op, Burrows Butchers, the Chemists and Holgates Caravan Park will all put posters up.

There are also spaces on the gate at the end of The Row, The Green notice board, the notice board down the side of the Butchers.

You can also advertise on the Bay Radio's website in the Bay Action section by entering your events details, this is free of charge for charity events.

You can also post a JPEG of your poster on the Gaskell Hall's Facebook page with all your information.

SET UP

It is advisable that you have your helpers there by 9am to be ready for 10am. A good number for the coffee morning is 22 helpers.

If the hall has not been unlocked when you arrive, you will have been emailed a code to unlock the door that leads into the Green Room. From there you can make your way down to the main hall and open the doors from the inside. Please do not give this code to other users of members of your group, the code is for the designated responsible person.

Tables will be set up with the table cloths, spares will be in the kitchen if needed. You can provide table decorations, a few stems of fresh flowers are nice. If they are in disposable containers you might like to sell them to customers at the end, or give them to your helpers.

You can also promote your cause by placing flyers or leaflets. Some organisations wrap information round the flower holder to inform the public.

It is usual to set out saucers, sugar and teaspoons on the tables ahead of time. Saucers, sugar bowls and spoons can be found in the kitchen.

Your helpers will appreciate the offer of a hot drink before the doors open.

DOOR (1 or 2 people)

You can set your own entrance fee but most users charge £1, which covers entry and a coffee/ tea and a biscuit.

It can be cold in the foyer for the person on the door so we suggest in the colder months appropriate clothing, you can turn on the heater in the foyer above the entrance door if needed.

RAFFLE (2 people)

There are many thoughts on which is the best way to run the Raffle with regards to price and how many tickets for that set price, but is up to each organisation to decide this. We recommend you charge 50p or £1 per strip. It helps to be prepared with sheets of paper listing all the numbers in the raffle book so you can write down the names and contact details of the person buying the tickets. Copies of these on the back pages of this publication if you would like to use them, you will need one

for each colour of books you raffle tickets provide, you could even print them on the matching coloured paper to book! Raffle books can be bought from the Post Office.

Some customers will buy "A strip of each colour": so 3 colours =£3, 4 colours =£4. Selling the tickets can be quite demanding with a queue building up: your volunteers need to be capable. One or two people can do the quieter job of folding and splitting the tickets, which can take a surprising amount of time.

To encourage the public to buy more tickets having approximately 20 prizes works well, some groups also put together a few prizes to make hampers to tempt people to part with more money.

You will still get members of the public coming in till about 11.30am, so it is advisable to not draw the raffle before 11.40am. Note that when tickets are sold "per strip" they should be divided into individual tickets for drawing. There is a dedicated Gaskell Hall Raffle bucket from which the tickets are usually drawn. Please use the microphone when calling winning numbers.

If you have something special like a painting, handbag, excursion or gift to raffle off you can also a run separate draw or guess the amount of sweets in a jar or name of a teddy. The price you charge for this is set by yourselves.

After the raffle you will probably be left with some prizes for people who have left, leaving a name and phone number. A local contact may be able to help by pointing out a friend or neighbour who can deliver the prize. Otherwise you need to phone and arrange delivery, which can be a time-consuming task.

Please be aware of the Gambling Commissions regulations on selling Raffle tickets, as they cannot be sold in advance, however Door entry can.

TOMBOLA (2 people)

The tombola will usually be set up by the stage, but if not it is stored behind the curtains.

There is a drum and set of numbered and blank bottle tops. The numbered tops are in the Black Box 1-50, 51-100, (101-150 are stored on the bottom layer) to be used to win prizes, there are blanks to go into the tombola drum to play the game, a ratio of 8 to 1 is advised. Please make sure the correct numbered bottle tops go back in the right section when finished to make it easier for the next person. There are spare numbered bottle tops in a separate bag.

You can however play the game in any way you choose, by numbering your prizes 5 or 0's, or using playing cards.

Please check that you have all the numbers before starting, and check them again at the end (easiest done by setting them out in columns and rows). If any number goes missing, please check through the blanks you have used, to find it.

You will need to number all your prizes before the doors open at 10am. You want a good selection of different items that will entice a crowd of varying ages and tastes.. This will take a good proportion of the set up time. Raffle tickets work well: remember to bring sellotape.

If a child (under 18) wins an alcoholic prize, ask them to return with an adult to claim it. If they cannot do so, offer them another prize instead.

Please check all food or drink prizes are in date, as sometimes items are grabbed from the back of cupboards to be donated!

Please be aware you cannot change the price of the Tombola or ratio's on the day, please see the Gambling Act 2005 for further information.

KITCHEN AND REFRESHMENTS (8 / 9 people)

You will need 4 people in the kitchen to make drinks and wash up and 4 / 5 people to wait on the tables.

You need to provide tea, coffee, squash, biscuits and de caf coffee / tea if you have it available. 1 large jar of decent instant coffee, 1 large box of tea bags and a bag of sugar.

Biscuits don't need to be expensive but do need a good range and definitely include a chocolate option! You need to work on an average of 100 people through the door and 50% approximately have an extra drink with a biscuits. They will be replenishing throughout the morning.

The shops in the village are used to receiving a hot drink before the coffee morning starts. Coffee, tea, milk, sugar and biscuits all need taking on the deep wooden tray found on the shelf next to the cutlery tray. The shops will pay a donation so a small bowl is also helpful.

The Instanta will be turned on and you will need the white metal jugs to heat the milk, keeping the tip of the steam wand in the milk, it will heat the milk properly. The milk can be transferred to the silver metal jugs for pouring into coffee's and you can continue heating milk in the white jug. Each time you use the steam wand it will need wiping to avoid a build-up of milk on the tip. 20 pints is a recommended amount, some groups use full fat and mix in the large white tub with water, but most groups use semi skimmed milk with the water mix.

You can order milk to be delivered to the hall from our local milk man by contacting Martin on (01524) 702 185 or martinhumphreymilk.weebly.com The empty milk bottles can then be left outside the front of the hall for collection at the end of the coffee morning.

You will need to set up your coffees by putting a spoonful of instant coffee in the green cups.

There is also a filter coffee machine kept under the sink. If you wish to provide filter coffee, please be aware that it does take time to flow through, so it is advisable to start the coffee off about 9am and fill up the thermos flasks, so you are ready for 10am and don't run out, you will need to continuously run coffee through the machine till demand slows down. This might seem a hassle but it does provide a better quality of coffee. You can then still top up with the foamed milk.

There are two kettles, these both need filling and be ready to fill the tea pots for just before 10am, and you will need to keep these filled and hot throughout the morning.

The tea bags from the teapots can be emptied into the small hand wash sink next to the Instanta, to cool down to be transferred to the bin at the end of the morning, this saves carrying hot wet teabags across the floor.

Second cups of coffee / tea are normally charged at 30p, you will need a little bowl for the money to be stored to the end.

You can offer hot chocolate if you feel like it as an added extra, buy an instant hot chocolate powder to mix with the hot milk.

Please ensure the crockery goes back in the right boxes at the end of the morning and items on the correct shelf.

The kitchen needs cleaned down at the end, all pots washed and returned to the boxes, surfaces cleaned, floor brushed and mopped. There is a bag for dirty laundry to go in under the table.

Please leave any clean tablecloths folded on the table in the kitchen for future use.

CLOTHES STALL (2 people)

There are two tables and hanging racks and clothes hangers provided by the hall for you to display your clothes for sale. Clothes not sold at the end can be dropped at a charity shop or placed in the Salvation Army collection bin outside the Co- Op.

BRIC A BRAC STALL (2 people)

Having a large quantity of Bric a Brac will raise a good amount of funds, as long as you sell for a good price and do not give it away! All sorts of items will sell you never know what people will buy.

Please no electrical items at all, local council guidelines prohibit selling of all items electrical, this is in relation to where items have been PAT tested for sale.

Please check all items are in complete working order and no loose parts.

Bringing along some empty carrier bags is also a good idea for the customers and boxes to take away any unsold products.

CAKE STALL (1 / 2 people)

The cake table will be set up with a cover of white paper for hygiene reasons. Please remember to display standard notices about possible allergens in food, and not to sell any food which needs to be kept refrigerated for food safety (eg quiches containing meat or cream cakes). You will need to bring bags (Lakeland sell great cake bags or you can also purchase them at Harveys's Bargains!) or other packaging for purchases. Tongs are useful for serving items hygienically or blue gloves could be used.

Small cakes can sometimes be sold by taking a tray round among the tables to tempt people to buy for immediate consumption!

BOOK STALL (2 people)

Most users separate their books into sections, children's, cooking, fiction and non fiction, but you are welcome to display as you feel works for you.

SOUND SYSTEM / MIRCOPHONE

The hall has a PA system, which should be used for all announcements (including drawing of raffle tickets). It's a large hall to try to fill with an unamplified voice, and some residents are hard of hearing: sometimes a voice trying to call out raffle tickets unaided is drowned in a hubbub of "I can't hear a thing, can you?"

There is a handheld microphone on a cable which plugs into the front of the stage. There is a socket at centre stage to plug into.

The walkabout handheld microphone is stored in the cupboard and can be turned on by pressing the very small red button located at the bottom of the handle, you press this button to turn off when finished. Please ensure the mike is placed back in the cradle to recharge once used. To know this is done correctly it will light up on the base.

You may also play music from your device using either Blue Tooth, USB lead or jack lead. On the Denton Amp (the bottom machine) please turn on and use the source button to select preferred method of play back. Look for Denton when pairing with Blue tooth.

Sound level can be controlled on your device and the master control on the machine above, there is also a remote control.

The cupboard code is 747 if it is locked.

TIDY UP

Plan ahead what you are going to do with any leftover stock on each stall. Sometimes the next week's coffee morning would welcome books, bric-a-brac etc for their stalls, but check beforehand whether this is the case and where material should be taken. You may need to arrange for willing volunteers with cars to take stuff to charity shops or, as appropriate, the tip. Nothing must be left behind in the hall.

OTHER GENERAL INFORMATION

Many organisations put a note in the next parish magazine (deadline always 12th of the month) telling us how much they raised (and thanking volunteers etc).

It may be useful to bring

- Paper for notices
- Bold felt tip pen and biro for the raffle

- Sellotape, drawing pins, blu-tak, scissors
- Posters (laminated or in plastic pouches for weatherproofing) for the double-sided A-frame board which stands outside the hall (two, up to A3)

IDEAS FOR RUNNING THINGS DIFFERENTLY

As a hirer of the hall you can choose to set the layout of the hall as you wish, you may like to rearrange the stalls.

You can maybe have jams and chutneys for sale as well as cakes, you can do guess how many sweets in a jar, you may do face painting or a floral art class.

You can also showcase musical talent on the stage if your group is that way inclined.

You can also put up bunting or decorations if you wish to brighten up the hall.

SUGGESTED FLOATS

Guidelines for recommended floats for the stalls:

Table	£1 coin	Total	50ps	Total	20ps	Total	10ps	Total	Total
Door	10	£10							£10
Raffle	10	£10	10	£5					£15
Tombola	10	£10	10	£5					£15
Clothes	5	£5	6	£3	5	£1	10	£1	£10
Bric-a-brac	5	£5	6	£3	5	£1	10	£1	£10
Books	5	£5	6	£3	5	£1	10	£1	£10
Cakes	5	£5	6	£3	5	£1	10	£1	£10
Total		£50		£22		£4		£4	£80

RAFFLE SALES SHEETS

It can be very useful to prepare sheets like those on the following pages, so that when you sell a strip of 5 tickets you need only write the name and number once.

It can also be useful to print these sheets onto different coloured papers to match your raffle books, or at least to highlight them with the corresponding colours, to make life easier for the ticket sellers.

	NAME	ADDRESS	PHONE NO.
01 - 05			
06 - 10			
11 - 15			
16 - 20			
21 - 25			
26 - 30			
31 - 35			
36 - 40			
41 - 45			
46 - 50			
51 - 55			
56 - 60			
61 - 65			
66 - 70			
71 - 75			
76 - 80			
81 - 85			
86 - 90			
91 - 95			
96 - 100			
101 - 105			
106 - 110			
111 - 115			
116 - 120			
121 - 125			
126 - 130			
131 - 135			
136 - 140			
141 - 145			
146 - 150			
151 - 155			
156 - 160			
161 - 165			
166 - 170			
171 - 175			

	NAME	ADDRESS	PHONE NO.
176 -180			
181 - 185			
186 - 190			
191 - 195			
196 - 200			
201 - 205			
206 - 210			
211 - 215			
216 - 220			
221 - 225			
226 - 230			
231 - 235			
236 - 240			
241 - 245			
246 - 250			
251 - 255			
256 -260			
261 - 265			
266 - 270			
271 - 275			
276 - 280			
281 - 285			
286 - 290			
291 - 295			
296 - 300			
301 - 305			
306 - 310			
311 - 315			
316 - 320			
321 - 325			
326 - 330			
331 - 335			
336 - 340			
341 - 345			

	NAME	ADDRESS	PHONE NO.
346 - 350			
351 - 355			
356 - 360			
361 - 365			
366 - 370			
371 - 375			
376 - 380			
381 - 385			
386 - 390			
391 - 395			
396 - 400			
401 - 405			
406 - 410			
411 - 415			
416 - 420			
421 - 425			
426 - 430			
431 - 435			
436 - 440			
441 - 445			
446 - 450			
451 - 455			
456 - 460			
461 - 465			
466 - 470			
471 - 475			
476 - 480			
481 - 485			
486 - 490			
491 - 495			
496 - 500			