

PTA Event / Activity - Checklist

Activity	PTA Licensed Bar 'Parent Creche' – School Disco Night
Brief description of activity and summary	<p>The PTA operate a licensed bar three times per academic year on the same evening as the children's discos. Bar located in Miss Blackaby's Classroom in middle school which is completely separate from the main school building and has its own entrance, toilets and sinks.</p> <p>Opening times are strictly 6pm - 8.15pm.</p> <p>The PTA have named this activity 'Parent Creche' as it is aimed at parents waiting to drop off and/or collect their children from the school discos.</p> <p>Parents visiting the bar may have children with them while they wait for the two discos slots to start and finish.</p> <p>The bar is run by PTA volunteers and offers a choice of beer, wine, soft drinks and crisps.</p>
Supplies Needed	<ul style="list-style-type: none"> • A white 'Bar Box' is located in the PTA Garage containing most of the necessary supplies including; corkscrews, bottle openers, ice bucket & tongs, straws, bin bags, tubs for takings, price lists, door signage, kitchen roll, cleaning wipes, extension lead, PTA badges and a small quantity of stationery if needed. • Stored separately in the garage are plastic cups – large for beer & small for wine & soft drinks. • Stored on the shelves in the garage is alcohol and soft drinks. • Crisps will be found either on the shelves in the garage OR should be purchased separately. • The fridge is also in the garage, possibly plugged in. • Ice will be found either in the fridge OR can be purchased separately.
ACTION Prior to Event	<p><u>Three Weeks Before:</u></p> <ol style="list-style-type: none"> 1. PTA Secretary to organise a TEN License. <p><u>Week Before:</u></p> <ol style="list-style-type: none"> 1. Complete a list of volunteers to ensure sufficient cover in place to run the bar. 2. Advertise for more helpers if needed via appropriate methods of communication. <p><u>Days Before:</u></p> <ol style="list-style-type: none"> 1. Check stock of drinks, crisps and ice AND Check consumables in 'Bar Box'. 2. Ensure fridge is plugged in and load with wine, beers, ice for cooling. 3. Purchase stock as necessary – seek approval from PTA Chair prior to purchase. 4. Organise a cash float with Treasurer. 5. Obtain TEN license from PTA Secretary. <p><u>45 Minutes Before:</u></p> <ol style="list-style-type: none"> 1. If required move fridge from garage to classroom, using sack truck provided 2. Move all other supplies needed into the classroom 3. Bar area to be located TBC 4. Place fridge TBC 5. Move tables as necessary to create a length of bar area 6. Move remaining tables to create free flow to and from bar area 7. Place bar prices on view using bluetak 8. Place confirmation of TEN License on view using bluetak 9. Place bar opening times on front door to middle school 10. Place classroom bins / bin bags in useful places for empties 11. Complete a quantity list to record number of drinks for sale

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ACTION During Event	<ol style="list-style-type: none"> 1. Serve parents as required 2. Straws and ice are self service, tongs provided for the ice 3. Regularly clear up any empties, monitor spillages and clean up as appropriate 4. Monitor stock levels and retrieve more from garage as required – ensuring the Quantity List is updated
ACTION After Event	<p><u>Immediately After</u></p> <ol style="list-style-type: none"> 1. Clean up classroom, empty bins, place rubbish in grundens 2. Reposition tables 3. Take down door signage 4. Count up leftover stock of drinks and record on Quantity List 5. Move fridge and all supplies back into the garage <p><u>Next Day(s)</u></p> <ol style="list-style-type: none"> 1. Count up takings and return cash to Treasurer 2. Provide expense claim form and receipts to Treasurer for any items purchased
Re-stocking	<p>Refer to ACTION prior to event.</p> <p>Some stationery and cleaning supplies may be found in the PTA Stationery Crate in the garage.</p>
Completed By / Date	<p>Michaela Thomas</p> <p>21.10.14</p>