**Market Stalls!**
The interior of Hamilton’s PAC is transformed into a market area where stall holders offer quality goods at reasonable prices. If you are out and about and spot potential stalls for our Christmas Expo please let the person know of your event or pass their details on to any of the Christmas Expo Committee members or Monique Sobey (Traders Team Leader).

**Traders**
Team Leader: Monique Sobey
- Advertise for new stall holders/traders.
- Send out information and application forms to interested stall holders.
- Collate responses and confirm bookings.
- Create a plan of the PAC and placement of stalls.
- We are looking for a few more new and exciting traders/stalls so if you know of any please let us know!

**Promotions**
ADVERTISING & SPONSORSHIP
Team Leader: Rhys Colliton
- Advertise the Christmas Expo in a variety of ways in order to inform the wider community of our event.
- Order posters, raise with 3HA/MixFM & Hamilton Spectator.
- Distribute posters for display.
- Sources sponsors to assist with the costs of promoting the event.
- Anyone with advertising ideas please contact the team leader, Rhys.

**Hungry?**
**BBQ & Cold Drinks**
Team Leader: Kylie Pearce
- Order and collect items for this stall prior to the day, sourcing many donations.
- Order BBQ and arrange delivery, check gas bottle.
- Organise cool room.
- Set up and pack up on the day.
- Helpers are required in this area to help cook and sell food and drinks on the day.

**Next Expo Meeting**
Committee and Team Leaders
Wednesday 14th Sept. @ 6.30pm

**Our Expo Goals!**
Why do we have a Christmas Expo?
Each year our St Mary’s Parents and Friends (P&F) organise the Christmas Expo which has many benefits for our school and the wider Hamilton Community. Many people have commented that the Christmas Expo is the beginning of the Christmas festivities in town and contributes to the spirit of Christmas.

Our Christmas Expo is held annually to achieve the following goals:

- To raise funds for our school
- To engage parents in promoting and supporting their school in a positive manner
- To involve parents in a school event with a social context!
- To provide an event for the local community that reflects the values of St Mary’s School community.
- To celebrate our great school community!

The families who were involved in Christmas Expo 2015 were able to contribute to and share a wonderful sense of belonging and pride.

Your school receives a great deal of positive promotion and recognition for this community event.

It is great to be part of something that contributes to our wider community.

The money raised is allocated by the school to resources which directly benefit all students.

How would you like to be involved?
Complete this slip and return to the office – a Committee member will contact you!
Text your name and the team you are interested in joining to one of the Committee members!
E-mail expo@smhamilton.catholic.edu.au and let us know how you would like to assist.

name: ______________________ ph: ____________________________

**More Information on How You Can Support Your School**
**News from the Team Leaders**
The taste of Christmas!
One of the major school activities at our Christmas Expo is the Gourmet Gifts stall. A wide variety of beautiful, homemade Christmas goods are snapped up quickly by those looking for the real taste of Christmas. Members of our school and parish community contribute in a variety of ways. How can you help out?

GOURMET GIFTS
Team Leader: Lia Mailes & Jo Sabye
The gourmet gifts stall is always a terrific fundraiser at our Christmas Expo and we appreciate our cooks, the donation of ingredients and the monetary donations we receive from our school families which keep our costs down in order to make our substantial profit.
Once again, we are calling on our school families to contribute to the Gourmet Gifts stall. We have received a delivery of 40 kilograms of mixed fruit to distribute to any interested people who are interested in baking Christmas cakes and puddings.
We will not be holding a Bake Day this year but if you are after a fruitcake recipe, I can pass on a tried & true fruitcake recipe where you can’t go wrong. We also have a variety of cake tins in the expo shed that I can pass on.
We would very much appreciate any pledges of yo yo’s, slices, condiments or homemade biscuits/short breads that we can sell on the day.

RAFFLE
Team Leader: Kellie White
- Organise prizes and the printing of raffle books.
- Distribute raffle books to school families.
- Manage the return of raffle books.
- Organise tickets to be sold at Church etc.

CAFÉ
Team Leader: Georgie Dunn
- Plan menu and order items required, sourcing many forms of donations.
- Source volunteers to bake slices, scones, muffins, cupcakes etc. for this stall.
- Helpers will be required on the day assist with food preparation and selling goods in the Café.
- Do you have a food handling certificate or barista skills?
- We would love your help.

SANTALAND!
Team Leader: Rochelle Rowe
- Source and order showbags and novelties.
- Plan, purchase the materials required, organize and run fun activities for children to participate in on the day.
- Set up and pack up.

What a gift!
Each school family is provided with an empty box/basket and asked to fill it according to the theme provided. The Gift Boxes/ Baskets are then sold and all proceeds go to the school.

GIFT BOXES/BASKETS
Team Leader: Karen Ewing & Tamara Milne
- Purchase boxes/baskets to be sent home to school families to be filled, returned to school.
- Just before the Christmas Expo, organising a working bee to finalise/wrap boxes/baskets.
- Deliver baskets to PAC and set up.

OTHER TASKS
- Apply for grants and funding.
- Liaise with P.A.C. – booking and set up.
- Organise bins, marquees etc. – arrange for the pick-up, pack up and return of these items.
- Help write and distribute thank you letters and certificates.

RIDE SALES
Team Leader: Christmas Expo Committee
- The committee organises the ride contractors.
- The team members organise the advertising and selling of wristbands through the school office prior to our Christmas Expo and on the day.

What a find!
SECOND HAND BOOK STALL
Team Leader: Naomi Turner
Donations of good quality second hand books are required. Hold onto all your pre-loved books! A collection period will be announced!
- The team sources and organises items for the stall.
- Sets up and packs up on the day with volunteer helpers.

The following donations would also be appreciated to take the financial pressure of our cooks:
- Sweet Sherry
- Plain Flour
- Marmalade
- Brown Sugar
- Butter
- Baking Powder
- Mixed Spice
- Nutmeg
- Eggs

Any money donations are also appreciated to cover the costs of the wrapping and decorating of the cakes. Please contact me if you would like to contribute in anyway or if I can drop some mixed fruit off for you at school. Thanks, Lia Mailes – on behalf of the Gourmet Gifts Team Mobile – 0427523631
Email – liamailes73@gmail.com