This year, in addition to newsletters, you will be able to keep up to date with Expo 2015 by joining our Facebook group! Search for ‘St Mary’s Hamilton Christmas Expo’ and ask to join. St Mary’s families are encouraged to join and invite anyone interested in the event, taking part in the parade, being a sponsor or a stallholder.

Market Stalls!
The interior of the 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 Expo please let the person know of our event or pass their details on to the Traders Team Leaders.

Traders
Team Leaders:

- Positions to be filled
  - Team members advertise for new stall holders/traders
  - Sent 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 Leaders:

- Rhys Colliton & Position to be filled
  - The Expo is advertised in a variety of ways in order to inform the wider community
  - Order posters, liaise with 3HA/MixFM & Hamilton Spectator
  - Distribute posters for display
  - The team also sources sponsors to assist with the costs of promoting the event
  - Anyone with advertising ideas please contact the team leaders.

Hungry?

BBQ & COLD DRINKS
Team Leaders:

- Kylie Pearce & Kellie White
  - Team members 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
  - Setting up and packing up on the day
  - Helpers required in this area to help cook and sell food and drinks.

ST MARY’S Christmas Expo!

Next Expo Meeting
Committee and Team Leaders
Tuesday 9th June @ 6.00pm

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 Expo is the beginning of the Christmas festivities in town and contributes to the spirit of Christmas.

Our 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
- To celebrate our great school community!

The families who were involved in Expo 2014 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. Isn’t it great to be part of something that contributes to our wider community?

The 2014 Christmas Expo made a profit of $11,000 which enabled the P&F to make a $20,000 contribution to the school. This money 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: ______________________

Please call me to discuss further!

In this issue

- More Information on how you can support your school
- News from the Team Leaders

Expo Committee

Sarah Baker
0411 483932

Suzi O’Brien
0439 721206

Vickie Button
0408 368334

Saturday 5th December 2015

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Expo Goals

Benefits for your school
Team News
Expo Committee contacts
**Expo Teams!**

Christmas Expo is an annual event that puts your school in the spotlight!

How you choose to support the work of your fellow parents and carers is entirely up to you but please consider the importance of everyone contributing towards a successful event for your school.

In 2015 we are trying the team approach in an attempt to make the tasks involved in running Expo more manageable for helpers.

### What a gift!

Each school family is provided with an empty box/basket and asked to fill it according to the theme provided.

Basket are then sold and all proceeds go to the school!

**GIFT BASKET**

**Team Leaders:**
- Mel Gardner & Sam Miller

- Team members purchase boxes and baskets to be filled and send home to school families
- Just before Expo organise a working bee to finalise/wrap baskets
- Deliver baskets to PAC and set up

### DECORATIONS

**Team Leaders:**
- Erica Murphy & Carolyn Collins

- Plan and organise the decorations for the inside of the PAC
- Purchase new decorations if required
- Leading the team of helpers to decorate and set up PAC on the day prior (Friday 4th Dec)
- Packing up at the conclusion of the day

### AUCTION

**Team Leader:**
- Position to be filled

- Team members are required to source donations – services and goods
- Organise an auctioneer
- Prepare a running sheet for the order of items to be auctioned on the day
- Organise the delivery of items and the collection of money

### RAFFLE

**Team Leader:**
- Position to be filled

- Organise prizes and printing of raffle books
- Distribute books to school families
- Manage the return of raffle books
- Organise tickets to be sold at Church etc

### SANTA’S FUNDALAND!

**Team Leaders:**
- Rachel Rowe & Simone Turnbull

- Team members source and order showbags and novelties
- Plan, organize and run fun activity centres for children to participate in on the day and purchase the materials required
- Setting up and packing up

### OTHER TASKS

- Apply for grants and funding
- Liaise with PAC – booking, set up
- Organise bins, marquees etc – arrange for pick up, pack up and return
- Help with thank you letters and certificates

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**The taste of Christmas!**

One of the major school activities at 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 Leaders:**
- Lia Malles, Jo Sobey, Corinne Raymond & Mel Fitzpatrick

- Donations of the following ingredients – brown sugar, butter, plain flour, eggs, mixed fruits, almonds, brandy
- Recipes for fruit cakes and puddings are available if needed.
- Please feel free to begin bringing these to school from now on.
- Monetary donations also accepted.
- Organise a ‘Bake Day’. This is a great way to get a group of people together and get a large number of cakes and items cooked. Last year this was a really social and enjoyable day. Keep your eye on the newsletter for the date!
- Volunteers needed to bake festive treats
- Help required with storing items, packaging and decorating
- Deliver items to PAC, setting up on the Friday

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**What a find!**

**SECOND HAND BOOK STALL**

**Team Leaders:**
- Casey Trotter & 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
- Set up and pack up on the day with volunteer helpers

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**Entertaining the kids!**

**RIDE SALES**

**Team Leaders:**
- Dave & Tracey Anderson

- The Committee organises the ride contractor
- Team members organise the advertising and selling of wrist bands through the school office prior to Expo and on the day.

**ENTERTAINMENT**

**Team Leaders:**
- Position to be filled

- Help is needed in this area to source singers/ bands and entertainers to perform outside the PAC during the day
- If you have any ideas on how we can entertain the crowd please let the team leader know

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**Q:** How does Expo get the community involved?

**A:** By organising a street parade!

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**STREET PARADE**

**Team Leaders:**
- Shaunna Beattie, Tony Flavel & position to be filled

- The team invites local schools, kindergartens, community groups and businesses to participate in our street parade
- Assist with the preparation of paperwork for the Shire and liaise with Police
- Work out the order of the parade
- Organise an MC, judges, PA system
- Ring Santa and make sure his schedule is free!