<table>
<thead>
<tr>
<th></th>
<th>Developing</th>
<th>Accomplished</th>
<th>High</th>
<th>Exemplary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preparation</strong></td>
<td>Management plan only minimally completed. Not enough detail.</td>
<td>Adequate management plan prepared. Sufficient detail given.</td>
<td>Good detail used in management plan. All aspects covered very competently.</td>
<td>Management plan thoroughly prepared. All aspects of the proposed activity were covered in an expert manner.</td>
</tr>
<tr>
<td><strong>Organisation</strong></td>
<td>Did not generally complete preparation tasks as per timeline. Confusion among members regarding roles.</td>
<td>Usually able to meet deadlines, as per the timeline.</td>
<td>Able to meet all the timeline deadlines efficiently.</td>
<td>Totally organised and very capably stayed on the timeline schedule.</td>
</tr>
<tr>
<td><strong>Resources</strong></td>
<td>Did not have sufficient prizes or lacked the equipment to properly set up and operate stall.</td>
<td>Adequate prizes were available. Customers were generally well catered for. Had the necessary equipment to run activity satisfactorily.</td>
<td>Prizes were appropriate and in good supply. Stall was set up very well.</td>
<td>Had all the equipment to ensure activity ran very smoothly. Prizes were terrific and plentiful. Stall well presented and appealing to potential customers</td>
</tr>
<tr>
<td><strong>Advertising and promotion</strong></td>
<td>Posters did not adequately communicate enough relevant information.</td>
<td>Information on posters was effectively displayed.</td>
<td>Information on posters was clear and well displayed.</td>
<td>Information on posters was conveyed in a very eye-catching manner.</td>
</tr>
<tr>
<td><strong>Knowledge of intended customers</strong></td>
<td>Varying levels of ability or interest over the K-5 grades were not well catered for.</td>
<td>Activities generally took into account the range of interest and abilities across the K-5 grades.</td>
<td>Showed good understanding when dealing with the varying interests across K-5</td>
<td>Displayed an excellent understanding of how to deal with age differences across K-5.</td>
</tr>
<tr>
<td><strong>Operation of stall</strong></td>
<td>Unenthusiastic performance. Did not try to overcome unforeseen problems.</td>
<td>Fairly active. Team worked effectively. Problems were generally sorted out when they arose.</td>
<td>Fine, enthusiastic team effort. Problems handled well</td>
<td>Very enthusiastic effort. Very good team work. Successfully and quickly dealt with any problems if they arose.</td>
</tr>
</tbody>
</table>
Activity: 

Group Members: 

Spokesperson: 
Number in Group: ___

Duties and responsibilities of each member

Describe FULLY how your stall/activity will operate on the day. 
(Use reverse side of this sheet if you need more room)

Location of stall: 
(Draw on a map if necessary)
Resources:
A. Items which need to be made /organised prior to the mini-fete day
(e.g. prizes, posters, food, drink, sports equipment etc.)

B. Equipment required on the day to set up your stall
(e.g. tables, chairs, partitions, tape, decorations, extension cords etc)

Budget: ______________________

What prices will you charge?

Money container / How will money be kept safe?
Will you be seeking sponsorship (either goods or vouchers) from local shops/businesses? If so, which ones? (Please note that any sponsorship requests should be made on a school letterhead & authorised)

Safety: Are there any potential safety hazards associated with your stall? (e.g. food handling, using sports equipment etc)

If so, what can you do to minimise any risk?

Additional Comments
## YEAR 6 MINI - FETE TIMELINE 2009

### Term 2

**Weeks 9-11**  
Students form small groups. Discuss prior years' stalls & brainstorm possible new activities.  
Groups start nominating preferred activity

### Term 3

**Week 1**  
Discuss purpose of Mini-fete  
Establish criteria to judge if activity is suitable  
Finalise groups and activities.

**Weeks 2 - 3**  
Prepare a management plan -  
a. Outline roles/responsibilities within group  
b. List all equipment needed  
c. Full account of how the stall will operate on the actual day  
d. Type and quantity of prizes needed; craft items designed for prizes & students to look at home for unwanted toys etc  
Sponsorship requests sent to local shops

**Week 4**  
Design posters to advertise activities and list information which should be included  
Ascertain location of stall in playground

**Week 5**  
Begin making craft items for use as prizes  
Begin making posters

**Week 6**  
Continue making prizes and posters

**Week 7**  
All equip. & prizes to be in school storage  
Trial run of Mini-fete, improvements to the activity discussed & followed up.

**Week 8**  
**Conduct Mini-fete**  
Thursday 17th Sept

**Week 9**  
Evaluation