

Event report

Event title: GL11 Summer Fete
Date: Saturday 3 May 2008
Time: 1 to 4 p.m.
Location: GL11 Community Project, Fairmead, Cam, Dursley
Staff: Ann Wheeler, Jane McKerron, Mandy Bailey, Jacky Tolfree
Partners: Volunteers: Maureen, Caron, Angie, Jackie, Hayley, Daphne, Isla, Paul A, Mandy, Paul B. The Glebe Day Centre.

Aim of event: The purpose was to raise funds for GL11's Bright Buttons Toddler Group, and to raise the profile amongst the local community of GL11's work.

This Fete provided the following:

- 1) An opportunity for a small group of volunteers to work together in order to raise funds to help raise funds for the Bright Buttons Toddler Group
- 2) An opportunity for volunteers and staff to plan, co-ordinate and host an event for the entire community showcasing the work of GL11 and TLC (The Learning Community)
- 3) An opportunity to engage with the local community ahead of the event as they responded to requests for donations for a range of stalls and activities
- 4) Community engagement across all age groups as we welcomed existing and new supporters to the work of GL11/TLC
- 5) An opportunity for individuals to learn more about other community groups through, for example, a Tae Kwon Do demonstration, and to take part in a Nia Dance Workshop
- 6) New opportunities for members of the community, of all ages, to integrate and have fun in an informal way – and to learn through fun

Preparation: Flyers were produced in-house and hand delivered by staff to immediate neighbours to the GL11 Community Project advising them of the event, and seeking donations for our stalls. These flyers were then hand delivered to various neighbourhoods within the Cam and Dursley area – by volunteers and management board members. This was followed by the distribution of posters amongst local businesses and public notice boards. A press release was issued 10 days ahead of the Fete and was included in the local Gazette.

Tents and gazebos were erected in the week leading up the Fete as we took advantage of occasional dry spells during a very unsettled week; the garden and outdoor play area was tidied up by staff and volunteers.

Signs were displayed at three key locations leading to GL11, and this was further supported by a GL11 sign being placed upstairs in the meeting room.

Risk assessments were undertaken prior to the Fete, all relevant signs within the premises were displayed, particularly reminding parents/carers they were responsible for their children's safety.

Weekly meetings of the Working Party (staff and volunteers) were held to plan, feedback on progress, identify and allocate tasks to ensure a successful event.

Format: The event was opened at 1 p.m. by the Project Manager who welcomed everyone, and expressed sincere thanks to the volunteers and staff who have worked so hard preparing for the event. The support of local businesses who donated prizes and gifts to use as part of the fundraising was also recognised, and very much appreciated. The programme for the Fete was outlined which included:

- Toddler Fancy Dress Competition
- Tae Kwon Do Demonstration
- Nia Dance Workshop
- Announcement of winners from various competitions

There were approximately 150 people present. Stalls included:

- Tombola – gifts donated from businesses and individuals
- Teddies
- Lucky Dip – boys and girls
- Bric-a-Brac
- Name the Teddy
- Guess how many sweets in a jar
- Children’s Play Area
- Crystals
- Face Painting
- Crafts
- Book Stall
- Decorating Biscuits - Members of The Sparkles Group (our weekly group for teenage girls) ran a stall working with young children helping them to decorate biscuits.

All supported by refreshments of tea/coffee/cold drinks and cake; a Barbeque and Ice Creams provided by Cotswold Ice Creams (and we are most grateful to them for bringing their bicycle which made a really interesting feature, and for their financial contribution to our fund raising)

Information Stall: Display Boards promoting the work of GL11 and TLC were available and the staff included promotional literature in the form of posters, handouts and training timetable, for visitors to give an insight into the work of GL11 Community Project. Promotional literature from other organisations was also offered – these included:

- Library Services
- World Jungle
- Tree Tops Children’s Centre
- Dursley Volunteer Centre

The Learning Community: as part of the on-going public programme of consultation, postcard questionnaires were used to engage with local residents and gauge their experiences of learning and their awareness of what is available locally, and how they would access information and local learning and training opportunities.

We are also most grateful to The Glebe Day Centre for their support in allowing us to use their kitchen facilities and dining area on the day.

Evaluation: This was an excellent example of volunteers and staff working together for the benefit of the Bright Buttons Toddler Group, and the work of GL11/TLC. It was a really positive example of community engagement and community involvement, with partners and other family members of many volunteers and staff making a real contribution to the success of the event.

Signage to GL11 is recognised as minimal. There is one sign to 'Community Project' from the main route between Dursley and Cam, and it is important that this is improved with additional signs.

The timing from 1 to 4 p.m. allowed 3 hours which, on reflection, may be too long particularly as there are a lot of young children present.

We were delighted with the support of so many volunteers whose willingness to help in the week before the Fete, as well as early on the day, and in the clearing away at the end of the Fete, made this a true community event.

Outcome: A very successful Fete providing members of the local community a chance to get together informally, to have fun and to learn more about the work of GL11 and The Learning Community.

The event raised £250 for use by the Bright Buttons Toddler Group in supporting their essential work in offering a weekly parent and toddler group.

A final Working Party meeting will be held to review the overall planning, co-ordination and range of activities – to identify the strengths and weaknesses, in order to improve for future such events.

Ann Wheeler
Project Manager
6.5.08