

Disco

Friday 23rd June 2017

Event run by Year 3 and Year 5 parents

Author Yvette Henderson

Updated by Federica Battaglia

The disco is run towards the end of term 2 (i.e. a Friday night). The venue and DJ will be booked ahead of time by the Events Coordinator during the previous year and payment finalised by the Event Coordinator also.

Time

Lower School (Years 1 – 3)	4.15pm to 5:45pm
Upper School (Years 4 – 6)	6:15pm to 7:45pm

Venue

The Shenton Park Community Centre Main Hall

240 Onslow Rd
Shenton Park WA 6008

Phone: (08) 6229 6608

The contact for the Community Centre is Carly Schouten (carlys@subiaco.wa.gov.au)
Contact Carly to make arrangements for the night and go over cleaning requirements.

The Shenton Park Community Centre Main Hall is booked for Friday 23rd June 2017 by the P&C Event Coordinator Federica Battaglia

The venue has been paid in full by Federica Battaglia

Cost

\$10 per child

Inclusions

2 x slices of pizza per child and water
Glow stick bracelet per child – they loved this
A few little give-aways as prizes for DJ's games for Junior Disco only.

DJ

It would probably pay to ring DJ to discuss formats a few weeks before and outline type of music/games/involvement of children

Retriever Sound DJ Services Dyson Peppin 0405 768 497

dyson@retrieversound.com.au

The DJ has been booked for Friday 23rd June 2017 by Federica Battaglia.

Payment will be finalised by Federica Battaglia

Theme

Previous years have been colour theme of Black, Purple & Silver. Very easy and had no complaints. 2009 - Bad Taste; 2012 – Olympics; 2013 - Fabulous Flouro and Footy Fever, 2014- Sports theme, 2015- Hawaiian

Disco (cont.)

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Catering

Allow for 2 slices of pizza each

Please consider allergies and dietary and cultural requirements when ordering pizzas (vegetarian, gluten free, no pork).

You may want to check for prices with Delissio's in Subi as they are usually happy to give a good deal with school catering.

2010 - Pizza on Cambridge @ \$13 per pizza. The pizza's were much bigger and we had a lot left over. It seemed that 1 piece would have been suitable for the lower disco and 2 pieces for the upper. However the quality was extremely good and we would recommend them again. You do need a volunteer to do the pick up as they didn't deliver.

2009 - Dominos was cheapest. \$10 per box delivered to door at specified times, ie approx 5.30 for Lower School and 7.45 for Upper School

Lots of water, via plastic cups served by parents from jugs and big water containers from the kitchen server. Don't let kids serve themselves, reduce water spillage onto carpet. 2010 this again worked very well. There is no need for drink alternatives.

Parent Help Required on the Night

- 2 – 4 Parents for set up
- 2 Parents to check of children arriving
- 2 Parents to guard the doors at all times
- 6 Parents to supervise (recommend a few dads) inside the disco and serve the refreshments.
- 6 Parents for clean up at the end

Other Notes

- Decorations – keep spend and effort to a minimum, DJ has flashing lights, disco ball etc. We blew up balloons, but don't recommend it, too much effort, kids popped them straight away and then clean up required. When lights go down, can't see decorations anyway. No smoke machines allowed in the venue
- Break out zones, chairs around the edge. Don't need a separate room for break out, it isn't too oppressive or hot in the big space, and keeps the supervision need to a minimum.
- P&C Public Liability insurance applies – confirm via P&C President
- Don't sell tickets, send form home via newsletter and accept payment via a box at the front office with completed form attached. Extremely important to have a deadline for payment. We did not, and people were paying on the night. It makes it difficult and stressful to manage money and lists at that stage. Suggest deadline of the Wednesday before.
- Compile a spreadsheet with child's name, year, parent's name, emergency phone number, allergies or special notes

Disco (cont.)

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Other Notes (cont.)

- Organisers to tick off children on spreadsheet as they arrive and provide a glow stick as entry
- Encourage parents to drop off the children and not hang around the front as other wise children will try to come and go from the disco. Once a child's name is ticked off they are to remain in the disco. If they become distressed or misbehave the parent /carer must be called to collect the child.
- One entry door only.
- No exit during Disco.
- One exit door only at the end of the disco. Parents collect their children and the organisers are to ensure no children leaves on their own. No need to tick off, just be vigilant. In 2010 – we had some children arrive alone and therefore try to leave without a parent. This was extremely worrying. We did not release those children until a suitable parent had been located to escort them home. A statement is included in the disco permission form, specifying that no children will be allowed to leave the disco unless they are collected by a parent or guardian. A template of the permission form will be provided to you by the P&C Event Coordinator
- Clean and return key as per venue administration instructions.
- Check with Venue Contact in regard to where children should be fed within the Hall.
- You can use council bags from Subi council to insert flattened down pizza boxes. Take rubbish to Subiaco Primary School skip bin. Our School Registrar has the key to the skip bin and will provide to you on the morning of the disco. Please arrange this beforehand so that Allison Swan (School Registrar) is aware. The skip bin is located near the Upper Primary School. Both Yr 3 and Yr 5 parents will have to dispose of rubbish separately and thus share the key to the skip bin. Remember to return key to School Registrar.