Craft evening - Planning

Date of Craft evening
Tickets on sale date. £6 per person

Set up on day 10:00 a.m.
+ bag packing.
Set up tables with bags on them
Coat racks.
Refreshments
Decorate hall
Craft stalls set up

6:30 doors open for shopping.
Christmas music
Tickets / slips /
Welcome drink –
Quizzes on tables
Take seats

Start by 7:15
Welcome + explain bags–

Demonstrations:
1.
2.
3.
(Craft 1)
(Craft 2)

Time keeper -

3 sessions
– 2 craft, 1 coffee + browse displays

8:00 – 8:25	Group 1 Craft 1	Group 2 coffee	Group 3 Craft 2
8:30 – 8:55	Craft 2	Craft 1	Coffee
9:00 – 9:25	Coffee	Craft 2	Craft 1

Finish at 9:30

Main crafts

Craft 1 team

Craft 2 team

Craft Stalls
Someone to plan display area & get in touch with people ahead of time

Bag contents
Craft kits
Gift
Chocolate
Invite to Carol Services
Materials for 2 crafts
Recipe sheets

Actions