

# ST CRISPIN'S PARENT TEACHER ASSOCIATION



Registered Charity  
No: 800021

## Christmas Fair Committee

c/o Wendy Scotchmer, PTA, St Crispin's School  
London Road, Wokingham, Berkshire, RG40 1SS  
Contact email: [PTA@crispins.co.uk](mailto:PTA@crispins.co.uk)

**25 June 2013**

**St Crispin's School, Wokingham,  
invites you to participate in our  
Christmas Market on  
20 November 2013  
Time: from 5.30 pm to 8.30 pm**

We would like to invite you to our latest PTA fundraising evening at St Crispin's School. Our Christmas Market offers attendees the chance to shop, socialise and enjoy the international food on sale at reasonable prices.

We are offering stalls at £15 each. Should you need 2 or more, additional tables are available at £10 each. Stall holders related to St Crispin's receive the discounted rate of £10 per stall.

As this is a fundraising event, we would be very grateful if you could donate a raffle prize. This would be used on the evening or at a future PTA event.

Our Christmas Fair will be marketed both within the school and throughout the greater Wokingham community. We are confident that this year's event will prove to be as popular and well-attended as has been the case in previous years.

If you would like to reserve a table, please complete the attached form and send back to this email address: [PTA@crispins.co.uk](mailto:PTA@crispins.co.uk).

Once I can confirm your reserved stall, I will hold your reservation until receipt of a cheque made payable to St Crispin's PTA. **Payment must be received by 20th September 2013 in order to hold your place.** The fee is non-refundable.

Please note that tables will be sold on a 'first-come, first-served' basis and that the committee reserves the right to ensure that there is good balance of products and services available.

If you have any questions, please feel free to contact me on **07833 34565**

With kind regards

**Wendy Scotchmer  
St Crispin's School PTA  
Christmas Market Committee**



**Christmas Fair Stall Order Form**  
**20th November 2013**  
**5.30 - 8.30**

<b>Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone number / mobile number</b>	
<b>Email address</b>	
<b>Nature of Goods/Treatment</b>	
<b>Number of stall required</b>	
<b>I will be willing to donate a prize for the St Crispin's raffle draw</b>	<b>Yes / No</b> (Please circle one)
Please describe the item to help us with marketing our event	
<b>I am connected to St Crispin's</b>	<b>Yes / No</b> (Please circle one)
If yes, please indicate your connection to the school.	
<b>Will you need access to a power point? (If so, please bring an extension lead with you).</b>	

Email your completed form to:

[PTA@crispins.co.uk](mailto:PTA@crispins.co.uk)

Upon confirmation of your reserved place and number of stalls, please send in your cheque for the amount confirmed with you **no later than 20th September**.

**Cheque made out to:** St Crispin's School

**On the back of the cheque:** Christmas Fair / Your name

**Cheque to be posted to:**

St Crispin's School  
 London Road  
 Wokingham  
 Berkshire  
 RG40 1SS