

Your PTA starter kit

Starting from scratch? Here are the essentials you'll need

While you may be able to borrow some equipment – such as tables and chairs or a public address system – from the school, a new PTA will also need to buy some useful items.

Before you buy

Remember you will need somewhere to keep everything. If the school doesn't have a spare storage room, you may need to buy a shed. Storage should be secure, weatherproof and equipped with shelves.

Bunting

Make bunting from old school uniform that's not suitable for resale. Hang it by the school entrance or around stalls.

Gazebos

These are essential for protecting stalls from rain and hot sun. It's wise to invest in higher-quality options, as cheaper models tend to break easily. Remember, buy cheap, buy twice.

Identification

High-visibility gilets – ideally printed with the word 'PTA' or 'Volunteer' – allow visitors to easily identify helpers or first aiders at your events. You can also use lanyards.

Festival trolley

Also known as a folding wagon or cart, a festival trolley makes transporting items around your event site much easier than carrying them by hand.

Cool box, fridge or freezer

When selling drinks or ice lollies at your summer fete, you'll need to keep things cool or frozen. Cool boxes with ice can work, but portable fridges and freezers are also available.

Petty cash tin

Many PTA events still rely on cash, and it's good practice to reimburse your volunteers promptly.

Folding tables

Folding tables are essential for both indoor and outdoor events, especially for fair stalls. Check with the school to see if they have any available.

First aid kit

Consult with St John Ambulance or another charity to determine what should be included in a first aid kit for an event with public attendees.

Urn

To make tea and coffee to keep volunteers and supporters going.

You might also need:

Bain-marie: Excellent for keeping hot dogs warm. If you have electricity available outside, consider getting an electric bain-marie; otherwise, opt for chafing

trays, which use gel chafing fuel in small burners to keep food warm.

Tools: Get a simple toolkit with pliers, hammer, duct tape, cable ties and a staple gun.

Tombola: A worthwhile inclusion for summer or winter fairs.

Coin counter: When you are counting funds after a large event, a coin counter can save hours.

DOWNLOAD

A visual to take to your next meeting from pta.co.uk