

PTG Events Selection Criteria

Updated: 11 September 2024

General Criteria for Vendor Selection:

1. *Patana Parent Priority:* While Patana parents are given priority, they must meet all other requirements.
2. *Variety:* We aim to offer a diverse selection of vendors, ensuring there is a good balance across what is already being provided.
3. *Regular Support:* Vendors who have regularly supported PTG events and demonstrated commitment will be prioritized.
4. *Quality and Value:* Preference will be given to vendors known for offering good quality products, reliable service, and reasonable prices.
5. *Food and Drink Options:* The PTG Events Committee will ensure a variety of food and drink options.
6. *First Come, First Serve:* Vendors will be selected on a first-come, first-serve basis, provided they meet the criteria above.

After each event, post-event evaluations will be shared to inform the selection process for future PTG events.

Specific Event Criteria:

Christmas Market:

- *Vendor Limit:* Space limitations restrict the number of vendors to 10-12, primarily focusing on food and drink, with 1-2 slots potentially available for festival shopping vendors.
- *Handling Capacity:* Vendors must be able to manage high traffic and sudden crowds.
- *Selection Priorities:* The committee will select vendors based on crowd-handling ability, variety, price, and quality.

Big Night Out:

- *Venue Selection:* A comparison of three different locations will be conducted in early August/September each year.
- *Variety in Venue:* We aim to use different venues each year for variety.
- *Selection Criteria:* Key factors include the overall package (price, food, and drink options), accessibility, and parking.

Fun Day:

- *Call for Vendors:* Vendor applications will open in the first week of Term 2, with a submission deadline of 31st January 2025.
- *Review Process:* The Events Committee will review all applications after the deadline, with confirmations sent out by 10th February 2025.
- *Vendor Numbers:* Around 40 food/drink vendors will be selected, with the requirement that they can serve from the event's opening to closing.

- *General Criteria:* The general criteria outlined above apply to this event as well.

Garage Sale:

- *Vendor Eligibility:* Limited to Patana parents, students, and staff, selling only pre-loved items.

- *First Come, First Serve:* Spaces will be allocated on a first-come, first-serve basis.

- *Food/Drink:* Up to two snack/drink/ice cream vendors may be present, but only for a brief two-hour window.