



GUIDANCE NOTES FOR THE FEDERATION TREASURE TRAIL

Introduction

- These notes have been prepared to guide a WI who is planning to host a Treasure Trail on behalf of SYFWI and its members.
- The venue should ideally accommodate approximately 85 seated (to include up to 20 teams of 4 and helpers.)
- Any monies raised from the event will be paid into SYFWI account for the benefit of members.

Treasure Trail

- Should be approximately 1-1½ hours long, 30-35 questions, and if items are to be collected, a suitable container should be supplied.
- Prior to the event, the Trail should be 'walked' by an independent person to verify questions/answers.
- If possible, clipboards should be provided or stiff cardboard with a bulldog clip.
- The nature of the event means that there will be a staggered start time and a staggered return time for teams.
- Teams should be told the latest time to return for supper.
- Think about safety, including road crossings, try not to trespass on private property and consider marshals to assist.
- The WI Hub can assist with bulk photocopying/printing if required. A tie breaker question should be prepared in the event of a tie (please do not use the time taken by the teams as a deciding factor).
- We suggest 3 or 4 markers, as this can be quite time consuming.

Supper

a suggested supper per person:-

Tea/Coffee/Squash to be provided

2-3 sandwiches

A handful of crisps

Salad garnish

A piece of quiche, sausage roll or other savoury item

A piece of cake, tray bake, bun and/or half a scone with butter and jam

- Supper can be served on a platter per team or individually plated.
- The WI Hub have a list of catering items which can be borrowed e.g. serving platters, tea-pots, milk jugs, napkins and cutlery.
- These, if needed can be pre-booked and either collected before the event or brought to the venue on the evening by a member of the Activities and Social Team.
- There is no 'per person' budget for catering (please try to keep catering costs to below £150), common sense should apply and **where possible catering should be mainly 'home prepared' in keeping with WI tradition.**

Reclaiming Expenses

- One member of the host WI should collate all receipts for catering and send them to The WI Hub.
- The Finance Secretary will arrange for the money to be reimbursed to the host WI account.
- The Federation will also pay for the hire of the venue and this will be reimbursed to the WI.

Activities and Social Team

- Will provide and run the raffle and bring a token prize, such as a tin of biscuits for the winner on the evening and for the host WI.
- The winning WI will be presented with a Certificate at the next Federation Annual Meeting.
- The Team will liaise with the host WI on all aspects and be available to assist in the run up to the event and provide support on the evening.
- Final numbers should be available 3-4 week in advance of the event.

Further Information

Any questions can be forwarded to the Team via Kirsty at The WI Hub by email or telephone.

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