WILLIAM CLARKE COLLEGE
CHRIST OUR WISDOM

DEPUTY'S RETIREMENT/FAREWELL EVENT

Event Notes

Item	Notes
Event details	• Farewell Afternoon Tea for Deputy • Thursday 3 December 2026 • 3.30pm – 5.00pm • Bryson Staff Common
Attendees	• Staff (FT, PT, Casual) • Expected attendees – 150 – 200 • Staggered arrival/departure expected
Set up	• Food set up on large kitchen island bench • Drinks set up on a separate table • Confirm if any trestle tables will be set up with food or just on the island bench. • Event Coordinator to manage food via the lift up to level 3. (no external catering). • Confirm with IT regarding a music playlist and microphone requirements • Coordinating team to meet at 2.30pm to commence set up and decorations.
Pack down	• Move all tables and chairs back to their regular configuration • Remove decorations (keep for possible use again)
Communication to Parents	Nil (staff event only)
Communication to Staff	Connect post to all staff • Write on card and contribute to gift
Event form	• Not required (staff event)
Runsheet	• Set up from 2.30pm • Start at 3.30pm • Formalities from 4.00pm – Formal Speeches – Open floor for speeches – Deputy • Finish at 5.00pm • Pack down from 5.00pm

Housekeeping: • Parking • Bathrooms (students/parents) • Visitors requiring assistance and or lifts	• Existing onsite College parking spaces sufficient • Bike and End-of-Trip facilities open for use • Maintenance to ensure car park gates remain open until 5.30pm for staff to exit. • Staff can leave at any time throughout as required which will minimise traffic congestion on exit.
	• Attendees to use staff bathrooms adjacent to the Bryson Staff Common on Level 3. Additional staff bathrooms are available on Levels 1 and 2.
	• Lift access available for all staff and those requiring assistance.
Noise Management	• Music playlist and microphone will be run through standard ceilings speakers - do not anticipate any noise impacts externally to the building