

General Information

Welcome to the St. John's School Jubilee! The Jubilee is undoubtedly the most significant event in the 50 year history of St. John's School since its opening in 1961. We look forward to celebrating with you during this weekend. It is a time for us all to come together and celebrate 50 years of rich history, friendships and faith.

The majority of events are being held in the Marquee on the field with the exception of special and decade photographs which will be taken in the School Hall, and tea & coffee after the Jubilee Mass will also be in the School Hall.

Please bring cash for drink purchases which will be cash only.

Items purchased from the trading table may be paid for by cash or cheque (see page 5 for details re EFTPOS facilities).

We encourage you to read the information in this booklet to assist you during the weekend. If in doubt, please ask a Jubilee Committee Member to answer any questions you may have. The Jubilee Committee Members are identifiable by the words "COMMITTEE" on their lanyard tags.

Enjoy the celebrations!

Car Parking

Car Parking Attendants will be directing car parking on the School grounds at all events.

Special guests and registered disabled attendees will have allocated car parking. Please make yourself known to our car parking attendants at the Penzance Road entrance. Car Parking Attendants will be wearing High Visibility Vests.

Friday Evening Jubilee Party Parking

- School car park (accessible from East Coast Road)
- School top court (accessible from Penzance Road)
- St. John's Church (Hastings Road)
- In some streets in close proximity to the School*

Saturday Day Jubilee Celebration Ceremony Parking

- School car park (accessible from East Coast Road)
- St. John's Church (Hastings Road)
- In some streets in close proximity to the School*
- Windsor Park Baptist Church car park

Saturday Evening Jubilee Dinner Parking

- School car park off East Coast Road (accessible from East Coast Road)
- School top court (accessible from Penzance Road)
- St. John's Church (Hastings Road)
- In some streets in close proximity to the School*

Sunday Jubilee Mass Parking

- School car park (accessible from East Coast Road)

- School top court (accessible from Penzance Road)
- St. John's Church (Hastings Road)
- In some streets in close proximity to the School*

*Please be considerate to local residents when parking in streets close to the School.

First Aid

Michele Morgan, Registered Nurse, will be in attendance at each event. For all first-aid enquiries or assistance please contact Michele Morgan on 021 1156042. A First Aid Room is available in the school office. For emergencies please call 111.

Toilets

Men's, Women's, Girl's and Boy's conveniences are located on the top court. An attendant will be available at all times for restocking and cleaning. A disabled toilet is available in the school office. Please contact Diana Donovan on 021 745 991, Michele Nash on 021 652 529 or any Jubilee Committee member.

EFT-POS

EFT-POS facilities are available at each event if you require cash out. The EFT-POS facility is located at the Trading Table.

Site Management

For enquiries in regard to site management or health & safety please contact Gary Morgan on 0274 471 352 or Graham Wilkinson on 021 774 456.

Evacuation Procedures

In the unlikely event of an emergency, please evacuate the marquee and all buildings and assemble behind rooms 1, 2, and 3, on the grassed area, south of the St. John's Church.

Jubilee Committee Contact details

| Title | Contact Person | Contact # |
|--|--------------------|--------------|
| Chair Person & Special Guest Coordinator | Carolyn MacDonell | 027 230 4405 |
| Principal | Bernard Fitzgibbon | 027 274 6871 |
| Registrations, EFTPOS, Trading , Treasurer | Monica Strange | 027 4905 510 |
| Secretary | Michele Nash | 021 652 529 |
| Site Managers | Gary Morgan | 027 4471 352 |
| | Graham Wilkinson | 021 774 456 |
| | Michele Morgan | 021 1156042 |
| First Aid | Michele Morgan | 021 1156042 |
| Toilets | Diana Donovan | 021 745 991 |
| Car Parking | Bruce Hunter | 021 658 971 |
| Photography | Athol Corbett | 027 4731 470 |
| History | Chantelle Dunn | 021 105 6315 |
| | Diana Donovan | 021 745 991 |
| | Miriam Royse | 021 544 466 |
| | Mike Thomas | 021 658 209 |
| Marketing & Communications | Mike Thomas | 021 658 209 |
| Lighting & Sound | Gary Howard | 021 070 8717 |
| Website/IT | Gary Morgan | 027 4471 352 |
| | Therese Leslie | 021 022 6192 |
| | Jeanette Skewes | 0274 998 804 |
| Friday Night Party | Jeanette Skewes | 0274 998 804 |
| Saturday Day | Jacquie Chatterley | 0274 912 123 |
| Celebration Ceremony | Debbie Hoskins | 027 438 0700 |
| | Pippa McCallum | 021 847 411 |
| | Graham Wilkinson | 021 774 456 |
| Saturday Night Jubilee Dinner | Gary Morgan | 027 4471 352 |
| Sunday Jubilee Mass | Mark Williams | 021 2899 432 |
| | Mary Fitzgibbon | 027 649 4416 |

Photography

- The Jubilee Photographer is Athol Corbett - 09 414 6248, Mobile 0274 731 470, Address: 5 Awa Rd, RD 1, Kumeu.
- Please note that all photos taken during the weekend by our photographer may be used by St. John's School on the website or in promotional material after the Jubilee.
- A CD of all photographs taken during the weekend will be made available for sale via pre-paid order - @\$20 per CD; this will be available 2-3 weeks post the Jubilee – please place your order at the Jubilee.
- Please bring cash or a cheque for photograph orders.
- Photographs taken on Friday Evening will be candid photos and available for purchase on the evening at \$10 per mounted photograph in the Marquee at the Photograph Order Table.
- Photographs taken on the Saturday Day Celebration Ceremony will be available for order via the Jubilee CD. CD orders are to be made on Saturday Day or Sunday after the Jubilee Mass at \$20 per CD in the School Hall.
- Decade and Special Group photos taken on Saturday Day after the Jubilee Celebration Ceremony will be available for order on Saturday Day at varying prices dependent on the size ordered. All of these photographs will be taken and ordered in the School Hall.
- Photographs taken on Saturday Evening at the Jubilee Dinner will be candid photos and available for purchase on the evening at \$10 per mounted photograph in the Marquee at the Photograph Order Table.

- Photographs taken at the Jubilee Mass will be made available for sale via the Jubilee CD - \$20 – please place your order at the Jubilee Photograph Table in the School Hall after the Jubilee Mass.

Saturday Day Photograph Schedule

Special and decade photographs will be taken in the School Hall.

Please be in the School Hall five minutes prior to your photograph time.

Please pay and order your photographs at the Photograph Desk in the Hall.

Whilst we will work to the following schedule, the times will be dependent on organisation of numbers for each photograph.

| Time | Photograph |
|---------|-------------------|
| 11.45am | Special Guests |
| 12.00pm | 1961-1969 |
| 12.15pm | 1970-1979 |
| 12.30pm | 1980-1989 |
| 12.45pm | 1990-1999 |
| 1.00pm | 2000-2010 |
| 1.15pm | Jubilee Committee |

Memorabilia

The following memorabilia is available at each event at the Trading Table in the Marquee, or until stocks are sold:

| Item | Cost |
|----------------------------|---------|
| Jubilee Commemorative Book | \$10.00 |
| Jubilee Wine Glass | \$5.00 |
| Jubilee Lanyard | \$5.00 |
| Jubilee Tile | \$60.00 |

Friday Night - Jubilee Party

18th March - Adults Only (18+)

- 7pm - 10.30pm - Mix mingle - Marquee
- 6.30pm-7.45pm - Registration Pack collection – from the Library
- Please use your Red Name Tag in your Lanyard Pocket
- Please use your Pink Ticket for your complimentary drink
- Complimentary wine glass with complementary glass of wine or beer
- Catch up with old and new friends over fabulous canapés and a drink or two
- Trading table purchases
- Cash bar – wine (by the glass or bottle), juice, beer, water

Saturday Day - Celebration Ceremony

19th March 2011

- 10.00am – 1.30pm – Celebration Ceremony (Marquee), Unveiling and blessing of Legacy Sculpture, then mix and mingle, decade photographs (Hall), and lunch (Marquee)
- 9.00am -10.00am - Registration Pack collection – from the Library
- Please use your Blue Name Tag in your Lanyard Pocket and your Blue Ticket to redeem your Lunch
- 10.00– 11.30 – Jubilee Celebration Ceremony including speeches, performances, unveiling and blessing of the Jubilee Legacy Sculpture – special guests and registered attendees will be seated first
- 11.45am-1.30pm - Trading table purchases
- 12.30am–1.30pm – Visit a classroom of today and look around the school
- 11.45am-1.30pm – Special guests photographs, decade photographs (Hall) , trading table purchases
- 12.30pm-1.30pm – Lunch (in the Marquee for registered attendees and lunch ticket holders only), complimentary tea and coffee, other drinks available for purchase (Cafe style coffee, water and soft drinks) in the Marquee

Saturday Evening - Jubilee Dinner

19th March 2011 – Adults Only (18+)

- 7.00pm - 12.00am - Jubilee Dinner, MC, Entertainment and Dancing - Marquee
- Registration Pack Collection - 6.30pm-7.30pm – in the Marquee
- Please use your Gold Name Tag in your Lanyard Pocket
- Please use your Yellow Ticket for your Complimentary Drink
- 7.00pm arrival, complimentary glass with complimentary wine/beer/juice
- 7.00pm-7.45pm – Mix and mingle
- 7.00pm–7.45pm - Trading Table purchases
- 7.45 – 10.00pm – Master of Ceremonies, Helen Robinson (former St. John's School parent, BOT & PTA) and Terry Williams (serious comedy – MC/Speaker Comedian/Trainer www.terrywilliams.info Engage! Energize! Educate!), will both entertain and engage the audience over a fabulous Jubilee Dinner with food from all five decades with a modern twist
- 10.00pm - 12.00am - 2 hours of dancing (disco)

Sunday – Jubilee Mass

20th March 2011

- 11.00am-1.30pm - Jubilee Mass, Tea, Coffee, and Jubilee Cake - Marquee
- 10.00am-11.00am - Registration Pack Collection – from the Library
- Please use your White Name Tag in your Lanyard Pocket
- 11.00am-12.30pm – Jubilee Mass – Most Rev Bishop Patrick Dunn, Father John Webb, Father Collins and Deacon Dave Marshall – special guests and registered attendees will be seated first
- Jubilee Collection – the proceeds will go towards meeting Jubilee costs
- 12.30pm-1.30pm Jubilee Cake, Complimentary tea & coffee in the School Hall. Other drinks available for purchase (water and soft drinks).
- Special guests and registered attendees will be seated first. All other attendees

Jubilee Legacy Sculpture

Unveiling – Saturday 19 March at the Celebration Ceremony



Sketch of the Jubilee Legacy Sculpture

Jubilee Legacy Sculpture

The Jubilee weekend celebrates the most significant milestone in the 50 year history of St. John's School since the opening. To mark the Jubilee we have created a lasting legacy - a monument to inspire us over the next 50 years and beyond.

Local artist and iconographer Michael Pervan was commissioned and to create a magnificent sculpture in Portuguese limestone depicting Mary, the infant Jesus, and Saint John the Baptist. This sculpture took three months to hand-craft and is a breathtaking tribute and depicts explicitly the special character of St. John's School.

The story of John the Baptist is portrayed brilliantly with Mary and baby Jesus. The statue is child sized.

This legacy sculpture will be unveiled on Saturday morning, 19 March, and will be blessed by Bishop Patrick Dunn. It will be both a testament to the first 50 years of St. John's and a touchstone for the students, families and staff of St. John's School for the years to come.

Donations

The past 50 years are significant and dear to us so every effort has been made to share this celebration with events for everyone.

You will appreciate that in order to do this we have incurred some fairly significant fixed costs. We did not think it was fair to try and recover these fixed costs from ticket prices to individual events as this may have excluded some members of our community.

In order to defray these fixed costs we have sought sponsorship and donations. We are sincerely grateful to the sponsorship and donations received. Further donations will be appreciatively received.

The BOT, PTFA, the current children of St John's School, and donations are funding the Jubilee Legacy Sculpture. Any donations towards this magnificent legacy will be appreciatively received.

For any enquiries about donations towards the Jubilee, please contact Monica Strange, Treasurer, 027 490 5510, or see Monica during the Jubilee weekend at the Trading Table.

Frequently Asked Questions

Q. Can I get copies of photos taken during the Jubilee?

A. Yes, our photographer will be taking orders directly.

Q. Can I get photos taken with my friends at the events?

A. A photographer will be at each of the events should you wish to get photos taken with friends. You will then be able to purchase them directly and/or order them directly from the photographer. Please bring cash.

Q. Will there be formal group photos taken during the weekend?

A. Yes. These will be taken on Saturday morning starting with the special guests, foundation pupils, teachers, and the Jubilee committee. Details of photo times are listed earlier in this information pack. You should assemble in the School Hall well before your photo time. Orders will be placed with our photographer on the day. Payment is to be made at the time of order. The photographs will be posted to you approximately two weeks post the Jubilee.

Q. Will there be candid photos taken during the weekend?

A. Yes. These will be taken on Friday and Saturday evenings and will be available for purchase on the evening. Please bring cash to pay for photographs.

Q. Will we be able to obtain copies of all photos taken during the weekend?

A. Yes. Our photographer will make available all photos on a CD for \$20. Orders and payments will be taken during the

weekend. The CD will be posted to you approximately two weeks post the Jubilee.

Q. Can I smoke inside/outside the marquee during events?

A. St John's School has a non-smoking policy both in the buildings and the grounds. You will need to move COMPLETELY OUTSIDE THE SCHOOL GROUNDS if you wish to smoke.

Q. Will a crèche be available for my children during events?

A. No crèche is provided.

Q. How can I find out who has registered?

A. A list of attendees is listed on the Jubilee website and in this publication. Due to privacy issues, contact details will not be made available.

Q. What does the registration fee cover?

A. Registration assists with administration costs associated with the Jubilee. Registration has also assisted us in planning for numbers in attendance and meals and drinks at the various events over the weekend.

Q. Do the costs include GST?

A. Yes GST of 15% has been included in all costs.

Q. I fully registered for the Jubilee but have not received a confirmation email re payment. What should I do?

A. Please contact Monica Strange, St John's Jubilee Committee Treasurer, strange@ihug.co.nz with your email address and contact details.

Q. Will there be any memorabilia available for purchase at the Jubilee?

A. Yes there will be a trading table at each event. Please bring cash to pay for memorabilia.

Q. How do I purchase drinks at the Jubilee Party and Jubilee Dinner?

A. Drinks may be obtained from the cash bar throughout both evenings. We will accept cash or EFTPOS will be available for you to obtain cash to use at the bar. A variety of wine and beer plus non-alcoholic drinks will be available for purchase.

Q. What is included in the ticket price for the Friday evening Party?

A. A complimentary wine glass, a glass of wine, and canapés are included in the price. Additional drinks are available through the cash bar.

Q. What is included in the ticket price for the Saturday day Jubilee Celebration Ceremony?

A. The Jubilee Celebration Ceremony, entertainment, attendance at decade photographs, and a light lunch. There will also be coffee and tea available for purchase.

Q. What is included in the ticket price for the Jubilee Dinner?

A. A complimentary wine glass, glass of wine, dinner, entertainment, and dancing is included in the price. Additional drinks (alcoholic and non alcoholic) are available through a cash bar.

Q. Will there be any food available after the Mass?

A. Jubilee Cake and Complimentary Tea & Coffee will be available. Water and soft drinks will be available for purchase.

Q. Is there a limit on seating for the Jubilee Celebration Ceremony?

A. Yes, we will be able to seat approximately 500 in the marquee. Registered attendees wearing their lanyard and displaying the appropriate event ticket will be seated first along with special guests.

Q. Is there a limit on seating for the Jubilee Mass?

A. Yes, we will be able to seat approximately 500 in the marquee. Registered attendees wearing their lanyard and displaying the appropriate event ticket will be seated first along with special guests.

Q. What is the dress standard for the Jubilee Party and Jubilee Dinner?

A. Dress for the Jubilee Party is smart casual and for the Jubilee Dinner is semi-formal.

Q. Will there be taxis available to get me home after events?

A. It would be advisable to make arrangements prior to the event for a taxi ahead to collect you at the end of the event.

Q. Where do I park my car if I am driving to events?

A. See the car parking instructions earlier in this booklet.

Q. Is there accommodation available if I am from out of town?

A. Yes, please contact the following accommodation directly:
www.seavistaapartments.co.nz - 09 478 8488
www.executivemotorinn.co.nz – 09 414 1156 or
email info@executivemotorinn.co.nz

Q. I would like to make a donation or become a sponsor of the Jubilee. How do I go about this?

A. Please visit our Trading Table during the Jubilee weekend.

Q. I would like to purchase a tile to assist with funding the Jubilee. How do I go about this?

A. Please view the "Commemorative Tile Wall" tab on our website or visit the Trading Table during the Jubilee weekend.