

Cameron Hall Halloween Subcommittee Meeting 5 18/10/18

Attendance

Present

- Edward Kammann [UniSFA] - woodykamm@gmail.com
- Aoibhinn O'Shea [Unigames] (Secretary) - 22247862@student.uwa.edu.au
- William Corbett [UniSFA] - 22489947@student.uwa.edu.au
- Charlie Owens [Panto] - charlie_owens@hotmail.com
- Cairab Bayman [UCC] - cairabayman@gmail.com
- Clare Boon [Panto] - 21958297@student.uwa.edu.au
- Alaura Evans [Unigames] - alaura.evans@gmail.com
- Felix von Perger [UCC] - frekk@ucc.asn.au

Agenda:

Meeting opened 16.12

- Past action items
 - >Aoibhinn make when is good for next meeting
 - done
 - >Aoibhinn to forward RSAs and First Aiders to Will
 - done
 - >Aoibhinn to go contact uwaime pres regarding photobooth
 - done but got no quote
 - >Aoibhinn to book bbq
 - Sent in application
 - >Will, Clare, Aoibhinn make posts to ask about decoration donations
 - not done cos Alaura bought decorations
 - >Will to make a RSA, First Aid, Food roster
 - in progress
 - >Will to book stall on my guild
 - done and did stall today
 - >Alaura, Felix, Clare to get afterhours access
 - in progress
 - >Alaura talk to guild about lights in the ref
 - not yet
 - >Ed to look into CCZ 24H locker bookings
 - ‘oh’

>Ed and Alaura to work on Contingency plan

-in progress

>Ed talk to security

-waiting for response

- Budgeting
 - Budget be done
 - Approved by UCC, Unisfa, Unigames, Panto
 - If ticket sales (32) were not met Unigames would prefer to remove photography from the budget
 - Alaura has volunteered to do photography for the whole event which removes cost from the budget
 - Clubs will reimburse for their respective subcommittee member and then record for subcommittee details to return the money as a portion of the profits
 - Alaura bought over the \$20 decorations suggested to the subcommittee, total budget \$100
 - Spent around \$80 worth
 - Reimbursement vote delayed until receipt and record of purchase are provided to subcommittee
 - Rest of decoration budget go into costume prizes
- Security
 - They will get in contact tomorrow at the latest
 - Ed will ring if no contact
 - If security turns up late, let people in but don't serve alcohol
- Ticketing
 - Unigames: 13
 - Panto: 2
 - Unisfa: 4
 - UCC: 0
 - Online: 1
 - We've sold enough to not cancel the event
 - Card payments on the night using a fancy app via Felix
 - Decreases chance of losing money
- Float
 - We will need one
 - >Alaura will do a float order \$200
- Advertising
 - Oak Lawn Stall
 - Happened today
 - Weather was terrible
 - No tickets sold
 - Discussions of stalls, stall discounted tickets as a future thing
 - Early bird stalls
 - Guild Village posters are up
 - Facebook events are up
 - Unisfa changed their public event from 'Unisfa goes to Cameron Hall-o-ween' to Cameron Hall-o-ween' and creates a 'goes to' event in their private group
 - Hype events

- Unisfa has run spooky themed screenings
 - Unigames has run a spooky boardgame and has an upcoming oneshot
>Will to chase up on UCC Unisfa collab
- Booking
 - Venue booked 5-11
 - Can come in earlier for set up
 - Lockers aren't booked
 - BBQ application form is in
 - Gotta get after hours access
>Alaura scan after hours form and post in group
- Catering
 - Confirmation Tav will take back unopened product
 - Tav won't buy back 5 seed so we will buy Somersby
 - Dry ice runs low on friday, pick up on Thursday
 - Bayliss Ice-machine, Tav is also an option
>Ed chase up
 - Esky
 - Felix, Will both have one
 - Alaura will bring in tubs
 - Where will we store alcohol?
 - Clubrooms and/or CCZ storage
 - Needs to be picked up on Friday
 - Food list and food shop plan
>Alaura, Felix, make a google doc
>Review by subcommittee
 - Chips, dips, veggies, sausages, bread loaves, trail mix, candy
 - Blue tomato sauce
 - How to make cocktails print out
>Aoibhinn do up alcohol menu
- Decorations
 - Alaura bought many
 - tomb stones, fairy lights, spider webs
 - almost entirely covered for decorations
 - could get skullies for 15-20
 - need AA batteries for lights
 - Many spooky balloons
 - May want more tombs stones
 - Floor plan to make area for decorating
 - Audio visual room, bar, photobooth, dance area, food area
 - Ed has last year's playlist
>Ed post in group for editing
>Alaura look into fishing wire
>Alaura to look at prizes
 - Stamps or wristbands
- Plan of attack
 - Cocktail alcohols bought Tuesday
 - Dry ice Thursday?
 - Drinks bought from tav on Friday

- Start setting up 12
 - Ed, Will, Charlie, Alaura, Caira, Clare
 - Food run 3-4ish
 - Caira, Alaura, Charlie
 - Serving food at 7
- Contingency plan to be completed by Monday
- Rosters
 - Many people volunteered
 - Will proposes 1h RSA shifts so people are free to hang out at the event
 - Alaura suggests 2h in order to reduce complications with turn overs
 - Declan and Annique offered all night RSA
 - Nadia and Jasmine offered all night First Aid
 - >Will to message volunteers about preferences
 - Alaura as photography
 - Felix and Caira on Food shifts
 - Aoibhinn on Door
- Prizes
 - Use Decorations budget
 - Anonymous voting
 - Voting slip at the door hand in at the bar
 - >Aoibhinn to make voting slip
- Action Items
 - >Will to make a RSA, First Aid, Food roster
 - >Will to chase up on UCC Unisfa collab
 - >Will to message volunteers about preferences
 - >Alaura, Felix, Clare to get afterhours access
 - >Alaura scan after hours form and post in group
 - >Alaura talk to guild about lights in the ref
 - >Alaura will do a float order \$200
 - >Alaura look into fishing wire
 - >Ed and Alaura to work on Contingency plan
 - >Ed to look into CCZ 24H locker bookings
 - >Ed chase up ice in Bayliss
 - >Ed post spook playlist in group for editing
 - >Alaura, Felix, make a google doc for catering purchasing
 - >Review by subcommittee
 - >Aoibhinn do up alcohol menu
 - >Aoibhinn to make voting slip
 - >Alaura to look at prizes

Meeting closed 17.42