

## **Cameron Hall Halloween Subcommittee Meeting 4 10/10/2018**

### **Attendance**

#### **Present**

- Alaura Evans [Unigames] (Chair) - [alaura.evans@gmail.com](mailto:alaura.evans@gmail.com)
- Aoibhinn O'Shea [Unigames] (Secretary) - [22247862@student.uwa.edu.au](mailto:22247862@student.uwa.edu.au)
- William Corbett [UniSFA] - [22489947@student.uwa.edu.au](mailto:22489947@student.uwa.edu.au)
- Charlie Owens [Panto] - [charlie\\_owens@hotmail.com](mailto:charlie_owens@hotmail.com)
- Felix von Perger [UCC] - [frekk@ucc.asn.au](mailto:frekk@ucc.asn.au)
- Edward Kammann [UniSFA] - [woodykamm@gmail.com](mailto:woodykamm@gmail.com)
- Cairab Bayman [UCC] - [cairabayman@gmail.com](mailto:cairabayman@gmail.com)
- Also Simon Lawrance

#### **Absent**

- Clare Boon [Panto] - [21958297@student.uwa.edu.au](mailto:21958297@student.uwa.edu.au)

### **Agenda:**

#### **Meeting opened 15.18**

- Past action items
  - >Caira cocktails
    - looked into
  - >Alaura/Charlie to submit EMP this week
    - done
  - >Alaura to budget dominos v sausage sizzle
    - >Aoibhinn & Will to learn and assist
      - done
  - >Felix to get prices and cost per what unit from Hayden
    - done
  - >Aoibhinn to organise EventBrite
    - is up
  - >Felix, Will, Clare, Aoibhinn make posts to ask about decoration donations
    - Felix did, rest waiting on response
  - >Ed investigate Ace security for a single dude
    - waiting on a quote
  - >Will to recruits for RSA, food safety, First aid
    - working on it
  - >Alaura make post in gatekeepers to direct to Will
    - done by Aoibhinn

#### **Budgeting**

- Budget completed please forward to committees
  - ! see budget attached for additional information
    - Drinks which are not budgeted for cos they're being sold a profit and excess will be bought back
    - All consumables
    - Advertising has already been printed
      - Vote to retroactively approve approx. \$20
        - Will vote by circular when we have actual amount

- Photography: 40pH beginners, 60-80pH moderate, 100+ pH professionals  
>Aoibhinn to go contact uwaime pres regarding photobooth
    - Alaura could be photography and would do for free
    - 100 for photography
  - Food: 200 sausage sizzle,
    - Food needs to be constant, sausage sizzle will be staggered/constant
  - Need to sell 31 tickets to cover cost
  - Only 29 to go (post meeting edit, have sold at least 7 now)
- Security
  - 50 p hour, 4 hour min
    - need 15min to set up
- Ticketing
  - Interest online but not that many tickets bought
  - Encourage word of mouth promotion
  - 1 online
  - 1 from unigames
  - RSAs and First Aiders will still have to buy tickets
- Advertising
  - Unisfa approved facebook budgeting
  - Private event on Eventbrite
    - Do we want to make public?
      - No, due to security risks
- Booking
  - Is done
  - We have the entire CCZ even though we won't use all of it
  - Go to Tim the IT guy to get after hours for the event
  - Gives access to lift  
>Alaura, Felix, Clare to get after hours access
- Catering
  - Tav product list: 1 cider, 2 beer options
    - 4x 5 seeds, 3x Corona, 3x single fin,
      - Look into getting limes for corona
  - Max 75 people
    - Actual max estimate 65
  - 3-5 standard drinks per person
    - Buy spirits from Dan Murphys
    - \$7 cocktails
      - 2 types: tequila sunrise, dark and stormy
    - Easy to make preferred
    - Shimmery vodka make in bulk
      - Can't make in bulk cos guild regs
    - Purple people eater
      - Simple syrup, coloured sugar, blue curacao, vodka
    - Half shot zombie? Several different rums
  - Cans will be bought to make 80c cost
    - Sell cans at \$1 per unit
  - Sausage sizzle vs dominos
    - Dominos real expensive and can mess up on large orders
    - Veggies/chips and dip provided
    - Slice of bread vs bun is debated

- Easier to manage gluten free/veggie options
      - >Will make a roster for foods
      - >Alaura talk to guild about lights in the ref
      - >Aoibhinn to book bbq
    - Alaura and Felix up for running BBQ
    - Looking into 24h CCZ locker booking
      - Store cans and drink the day before
        - >Ed to look into that
    - Caira is the only subcommittee member who can drive
  - Decorations
    - Felix has had no response
    - Everywhere is selling Christmas
    - Pumpkin bowls, streamers, spider webs
    - Alaura to head spotlight run with a panto person cos they know what's up
  - Oak Lawn stall
    - >Will to book on my guild
      - >Aoibhinn to help if needed
        - Can spooop with panto stuff
  - Minimum ticket sales to go ahead of the event
    - 15 tickets sold a week before
    - Motion to vote if we don't meet ticket sales on the 15<sup>th</sup> the event will be cancelled, and the tickets reimbursed
      - No objections
    - At the door ticket sales confirmed
    - Contingency plan for exceeding tickets for available produce
      - >Ed and Alaura
  - Action Items
    - >Aoibhinn make when is good for next meeting
    - >Aoibhinn to forward RSAs and First Aiders to Will
    - >Aoibhinn to go contact uwaime pres regarding photobooth
    - >Aoibhinn to book bbq
    - >Will, Clare, Aoibhinn make posts to ask about decoration donations
    - >Will to make a RSA, First Aid, Food roster
    - >Will make a roster for foods, first aid, RSA
    - >Will to book on my guild
      - >Aoibhinn to help if needed
    - >Alaura, Felix, Clare to get after hours access
    - >Alaura talk to guild about lights in the ref
    - >Ed to look into CCZ 24H locker bookings
    - >Ed and Alaura to work on Contingency plan

**Meeting closed 16.08**