University Computer Club

Cameron Hall Halloween Subcommittee Meeting 1 - 2018-08-12

Attendance

Present

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

Apologies

- Caira Bayman [UCC] - cairabayman@gmail.com

Agenda

Meeting opened 13:15

- Officially approve regulations
- Receive input from Panto about results from this meeting.
- Training
    - RSAs: Clare, Caira, Aoibhinn
    - First aid: Charlie, Aoibhinn, Alaura, Caira
    - Alaura knows a couple of people who are "Approved Managers", necessary for certain types of licenses.
- Advertising
    - Alaura made all the advertising material last year, it is available for reuse if we want.
    - Posters
        - Handing in posters to Guild to distribute around campus works fine.
        - big A1 poster to put outside CCZ (so people knew where to go)
        - Lesson from last year: focus on tickets over posters, need to have tickets in clubrooms.
- *Alaura shows subcommittee "Cameron Hall-oween Party" poster from last year.*
    - Each club can publish events "X goes to Halloween" to make sure all clubs advertise to the maximum of their memberbase.
- Tickets
    - Online tickets versus real tickets - decision needs to be made.
    - Last year: $223 worth of tickets online and $1200 of physical ticket and alcohol sales
        - Ticket money got mixed in with bar money
        - Tickets were $20 and early-bird was $15
    - Each club will be responsible for handling money from their ticket sales.

- Clubs must be aware that event ticket money is *not* general club money, and should be kept separately.
  - Waiting on budget, but a price of around $15-20 should be fine.
  - Stalls during common hour
- Hype events
  - Pumpkin carving event?
  - UCC / Unigames / UniSFA: Check previous meeting minutes
  - Panto: Push tickets in rehearsals
- Budgeting
  - **DO NOT BUY ANYTHING ON IMPULSE AND EXPECT TO BE REIMBURSED**
  - Subcommittee has to approve a budget *before* the event.
- Decorations
  - Pinboard for photos
  - Bathroom
  - Fabric for closing off areas
  - Candles (outside?) - electric or tealights
  - Panto has a lot of the decorations already, we need to have a look through what they have to find out.
  - Free dry ice from Bayliss building (if we can get it)
    - Bubbling cauldrons
  - Audiovisual
    - Clare knows Steven who provided lights and audio equipment last year, was very good
  - Can do hand crafted decorations
- Photographer
  - Chase up potential photography people (Caira knows some people)
  - Need to get a large volume of photos, need to comminucate expectations better with photographer.
- Prizes
  - Best costume
  - Funniest costume
  - Novelty prizes (budget permitting)
- Subcommittee regulations must be approved by club committees before next meeting.
  - UCC has approved regulations

When

- This year, likely same day as Halloween
- Last year, a week after halloween meant that party shops had lots of stuff on special
- Council vergeside collections - might be possible to pick up some interesting things
- Current options for dates:
  - Halloween day itself (Wednesday 31st October)
  - Saturday before (27th October)
  - 30th / 31st November (after exams)
- Pending CCZ booking and Tav catering

Where

- CCZ

Action items

- Unassigned: advertising
- Will, Alaura, Aoibhinn: Budgeting
- Aoibhinn: Bayliss dry ice
- Felix: Tav / catering / alcohol
  - Ask if Tav is available as a secondary
- Everyone: Propose hype events to respective committees
- Clare, Charlie: Inventory existing props / decorations in Panto storage
- Clare: Ask Steven about audio / lighting equipment
- Ed: Check CCZ booking / CCZ availability
  - Also check security requirements / costs
  - Costs of booking
- Will: Recruit volunteers for RSA and first aid

Meeting closed 14:14

Minutes uploaded by [FVP] at 17:41 on 2018-08-12

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