Cameron Hall Halloween Subcommittee Meeting 0 - 2018-08-03

Attendance

Present

- Alaura Evans [Unigames] (Chair) - alaura.evans@gmail.com
- Aoibhinn O'Shea [Unigames] - 22247862@student.uwa.edu.au
- Felix von Perger [UCC] (Secretary)
- Caira Bayman [UCC] - cairabayman@gmail.com
- Edward Kammann [UniSFA] - woodykamm@gmail.com
- William Corbett [UniSFA] - 22489947@student.uwa.edu.au

Absent, apologies to Panto

- Charlie Owens [Panto] - charlie_owens@hotmail.com
- Clare Boon [Panto] - 21958297@student.uwa.edu.au

Agenda

Meeting opened 14:30

In the dawn of time...

- Event was run last year
  - Handover
    - We have the wrapup meeting from last year.
    - Who has RSA / First Aid?
      - Caira: RSA + First Aid + Food Safety
      - Alaura: First Aid + Food Safety
      - Aoibhinn: RSA + First Aid + Food Safety
      - Felix: Food Safety
      - Ed: No qualifications
    - Don't turn the lights on where they should be turned off.
    - Need decorations
      - Aoibhinn: currently looking into decorations
    - Need a floor plan
      - Required to give to Events for Liquor License
  - Minutes
    - Last year was bad for minutes
    - Lots of excitement and not so much beaurocracy
  - Event was held in the CCZ
    - Alcohol
    - 2 security guards
    - Decorations
    - CCZ is too large, need to restrict the space a little
      - Last year, lots of people ended up playing Werewolf in a small room in a corner

- Need to stop that from happening again.
- CCZ can be rented for free
- Pizza shouldn't have been free
  - Pizza was not of good quality
  - Bought too much pizza
  - Too many vegetarians
- Clubs should decide which drinks to buy
  - Some more expensive soft drinks were purchased, nobody wanted to reimburse it.
  - Alaura: Can buy the drinks since I've done lots of Unigames drinks run.
  - Idea of event was a party with multiple rooms with different themes
    - Baggage area was a thing, can exist again this year if only used to drop bags.
    - Each room was handled by a different person
  - Turnout: somewhere in the realm of 40, 23 tickets online, physical tickets not labelled.
  - Issues with finance, "was real complicated"
  - Paid for a photographer
    - Caira: Friends in photography club
    - *Alaura shows subcommittee the 40 photos from the event*
    - Photos from last year can be used as advertising for this year.
  - Ed: Much positive feedback received from attendees last year, despite trainwreck behind the scenes.
- Do we want to run the event this year?
  - Possible types of events:
    - Party
      - Easy to run, people can dress up
    - Haunted house
  - Subcommittee agrees
  - TODO: Ed will set up a private Facebook page for the event organisation.
- Subcommittee regulations
  - Subcommittee attempts to locate the new subcommittee regulations
  - Subcommittee has apparently already located the new subcommittee regulations.
  - Unigames and UCC will need to

Key Learning Points from the Dawn of Time

- Ask before you buy something
- Take minutes

But what are we going to do now?!

- 20-30 people
  - In leadup to the event, if we sell more tickets, we can adjust space allocation of CCZ
- Cameron Hall friend group (Facebook) wants Karaoke!
- Ticketing options:
  - **Ticket price is $20**
  - Early bird purchases:
    - Free drink voucher for 1 alcoholic / non-alcoholic beverage
    - Early bird ends 2 weeks before event (Friday 2018-10-12 23:59 AWST)
  - Online ticketing:

- Surcharges apply
- Trybooking was used last year, does coupon based stuff, time-sensitive discounts, etc.
- TODO: Alaura to look into online ticketing
  - Early bird price
    - Incentivises bringing people's friends
  - Membership discount
    - Ed: People don't really think about it as a discount, just the "normal"
  - Drink vouchers:
    - Mocktails: people can add a shot of alcohol if they want
    - Instead of a discount, you can get a drink voucher with the ticket if you buy it early.
      - Unigames Camp used similar scheme of "snack vouchers"
      - Alaura: Camp is quite a different scenario to this event, vouchers were more related to not having cash
    - Alaura: Good incentive to buy a ticket, ultimately a good way to make more money
- Ed: We should run a hype event to boost attendance and make people excited.
  - Halloween boardgames night (Unigames)
  - Horror film screenings (UCC/UniSFA collaboratively)
  - Costumes workshop
  - Horror oneshot RPG (Unigames)
  - Halloween LANs (UCC)
- **Material requirements for this event**
  - Decorations
    - CCZ has a number of rooms:
      - 2 meeting rooms
      - Craft space with big sliding doors
      - Large open space with partitioned desks
      - Large open space with tables
      - U-shaped bench space
      - Some booths with tables
      - Audiovisual room
        - Alaura did the "Meme Room" in here last year
          - Was a bunch of halloween meme videos
      - Balcony
  - Alcohol (hopefully can purchase via the Tavern)
    - 2 beer options
    - Cider option
    - Wine option
    - Cocktail / mocktail options
    - Pricing will be based on sale price from Tavern
      - TODO: Alauara - Contact Tavern about alcoholic beverage sale prices.
  - Non-alcoholic beverages
    - Mocktails
      - Themes?
      - Mocktails can be turned into cocktails by adding shots of liquors.
    - Canned soft drinks
      - Alaura: If we buy cans under Unigames' cost, Unigames may be able to buy back excess.
  - Printing for posters & tickets
  - Security guard(s)
  - Food
    - Lollies, chocolates, snacks, etc.

- Dinner: pizza is provided (?)
  - Ticket price goes up
  - Ed: People see higher ticket price, don't think about context, less likely to come
- Dinner: Pizza run
  - Pizza run is less hassle in terms of overcatering / dietary Requirements
  - Quick hands up shows that 1 subcommittee member has license, one more will have license at time of event
  - Pizza voucher where people can specify dietary requirements
- Pastries platter (?)

Who is coming?

- Clubs involved:
  - UCC
  - Unigames
  - UniSFA
  - Not UWAnime
  - Pantomime Society, but miscommunication resulted in their reps missing the first meeting.
- Open to non-members, no member-specific discounts / benefits

When are we going to run it?

- Halloween is the Wednesday 31st October
- Possible dates are Saturday 27/10/2018 or Wednesday 31/10/2018
- The Tavern should be open, we can order food on the night if necessary
  - It *might* be feasible to give food orders to the Tav on the night if we ask people what they want at the door
  - Probably we can give them approximate numbers in advance and give exact numbers on the day
  - TODO: Felix to contact the Tav and ask about catering

Where

- CCZ

Meeting closed at 15:45 to include Panto once subcommittee realised the mistake.

To discuss next meeting

- Receive input from Panto about results from this meeting.
- Advertising
- Decorations
- Subcommittee regulations must be approved by club committees before next meeting.

Minutes uploaded by [FVP] at 16:20 on 2018-08-03

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