

Minutes Subcommittee Quiz Night

Meeting Open: 12:08pm

Present: Finley, Taylor, Georgia, Tom, Aoibhinn, Lewis, Charlie, Sampson

Late: Alistair

Absent: James

- 1. Venue (the tav)
 - Meeting being confirmed today (booked for 2:30pm Monday) and booking form filled out
- 2. Finances
 - budget:
 - https://docs.google.com/spreadsheets/d/1SPJ9X9X6kglSfEsFwYl0Ug-jY9V26wfBFKIJ_4e401w/edit#gid=1121088467
 - We need to confirm booking fees- absorb or include in quiz night price (online booking extra fee)
 - Each time someone spends money upload receipt
 - UCC probably won't be buying things from sponsors for this event
 - Table round (printing one colour one b/w)
 - **Motion to: All in favor of budget: unanimous**
 - Taylor: confirming meeting w/Hayden (tav) today
 - Eating earlier: get less drunk
 - Drunk Finley has fun
 - **Food?** At start
 - Poll: all prefer food coming at start
 - **Expenses**
 - Venue Hire: in progress (forms are being signed)
 - Advertising: All make facebook events (unisfa's link will be on the poster)
 - Prizes: The budget set for prizes: \$50 so we don't have to reimburse, \$50 addition for really good prizes
 - Ticket sale avenues: online:
 - **Motion to:** have booking fee paid by customer: unanimous for [adjust spreadsheet]
 - Tav booking: UCC or panto (tbc)
 - Who's holding the debt: Unisfa
 - Proper Handling of Cash: just do it
- 3. Quiz structure
 - When should food come out: at the start (poll to confirm: all agree for food first)
- 4. Marketing strategy
 - Information to go on marketing:
 - Date & Time (Doors Open), Venue, Ticket Price & Early Bird, Food Included, Drink Responsibly, 18+ Bring ID, Clubs, Sponsors
 - Methods of advertising
 - Facebook: all make events
 - Email: add link into minutes/whatever each club sends out
 - Posters: Napoleon cameron hall poster
 - Guild poster: Donald's lightbulb poster:
 - In person strategy: Fresher rep---- engage all the freshers and make a fresher table
 - Fresher rep GC for quiz night
 - All individual clubs: help your freshers

- In person advertising: ask people: are you coming to the quiz night?
Then followed by ticket sell
 - Freq discussed in room and reminder of deadlines, get ppl to buy tickets in advance (encourage to purchase earlier), encourage CCC/committee to buy tix
 - Tickets:
 - Sometimes: good idea to incl sponsors in advertising? Along the bottom of the poster [prizes]
 - Facebook events: [all] make events “club goes to”:
 - Event link on poster? unisfa ye: and list ppl as cohosts
 - Eventbrite: unigames
 - Each club include event in email (links)
- 5. Set up
 - **Schedule:** at 6pm (be here before 6 so we can setup darkmittee, tables for prizes, ticket tables)
 - lightmittee: prize area, ticket sales, check with tav staff make sure everything is confirmed
 - Table rounds printed and printed marking guides for quizmittee
 - Everyone bring in prizes a few days before
 - At end of night: ask people to remove trash from tables
 - **Equipment** required: raffle tickets, whiteboard, charged computers and power cords- use a pc (2-3) (one: marking spreadsheet and backup answers), sound equip (standard microphones and speakers), tape, ruler, markers, notepad and pens (from unibank), money box, stamp (do not lose),
- 6. DEADLINES

Action items: Paperwork for Tav (sign)

- **Taylor** send Georgia poster (Donald’s), schedule meeting for week before quiz night meeting (whenisgood)
- **Aoibhinn:** Send link to eventbrite unigames
- **Georgia:** make poster into tickets! (also Napoleon needs airpods): uniprint will format (Business card size), distribute minutes, finish posters
- **Finley:** get raffle tickets from unisfa and unibank pens and notepads
- **All:** Fb events and sponsors/prizes
- **Darkmittee:** make group chat
- Other to do: we have approved budget, contact sponsors and do advertising, about to confirm venue booking, emp done, meeting with tav to confirm venue
- **Darkmittee** notes:
 - 3 easy q, 3 hard q, 3 med difficulty, set-out 10 qs
 - Different people do different rounds, or collaboration within rounds
 - Criticism session
 - Idea for a round: inspirational quote or drill
 - Tom is event manager

Meeting close 1:05