

2018 Unigames Handover Guide

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What is Charity Vigil?

Charity vigil is an overnight event coordinated by and located in Cameron Hall clubs (2018 subcom was made up of Unigames, Unisfa, UCC, Panto, UWAnime and PCS) to raise money for a specific charity. In the past (and we recommend in the future) the Charity has been focussed on the youth/ students and is local and small which means the money we donate genuinely makes a difference.

Event Timing

We spend a lot of time in 2018 debating whether the event ought to be across a Friday or Saturday night. We went over a lot of potential merits of each, but ultimately went with Saturday night; while people are more likely to be around on a Friday due to classes and work in the city, they are more likely to have had a long day, and you kinda need people to be well-rested to keep the event running.

The other consideration is the start and end date - we went with 5pm to 10am. WHY DID WE DO THIS I CAN'T REMEMBER

Charity

Last year we raised \$1313.39 for Youth Focus which was a Charity targeting mental health which was successful, with the caveat that it was hard to get them to respond to our messages. This delayed advertising significantly, as we wanted to have permission to use their name and logo before doing so, especially given that there was an issue with this when the charity was Black Dog Institute a few years ago (this is another reason to use a small and local charity). For 2019, we suggest contacting multiple charities at once so we're not trapped waiting for a singular entity to respond. This means we could ask what they would do with the money, tell them about the event, and ask for a description of their charity to use for our advertising. Mentioning in the email that we are looking at multiple charities and that without a response we won't consider them is also a good way to prompt them to actually engage (charities are pretty bad at responding to things, it's pretty weird).

Raffle

A traditional event at charity vigil is the raffle which generally raises quite a significant amount of money. This event is largely dependent on the prizes and in 2018 we were able to, thanks to member and club donations, offer high quality prizes. In the future we would recommend contacting businesses and asking for donations, however this must be done significantly in advance. We would suggest targeting local businesses, ones where you know someone that works there, or ones that have things that they could easily donate that would function as prizes.

Unfortunately this year we couldn't find the physical raffle tickets and were forced to make an online system on the fly which led to some people complaining the system was rigged. These comments were unfounded and incredibly inappropriate. We would recommend having at least two people manning the raffle and spreading it throughout the night, as it's a high energy and high emotion event.

There were also complaints that people who bought a lot of tickets got many, and higher quality, prizes. Our subcommittee had mixed feeling about this. On the one hand people who buy more should be rewarded, however when the same few people are winning close to everything, it can be quite frustrating for participants or seem unfair. Some suggestions for next year are limitations on the number of prizes it is possible to win, introducing tiers of prizes, and giving smaller increments of tickets people can buy (we had up to \$20 for 20, which made it easier for people to very easily buy a large quantity of tickets).

Pizza/Food

During Charity Vigil a pizza run usually happens. We recommend having two people on this and calling Dominos beforehand (we used to use a smaller business that was at Broadway but they fucked us over one time) . A pizza run is an easy way to make some money for the event, by asking a small amount more than the pizzas actually cost, and it makes sure everyone gets fed. Keep in mind that there should be a pizza float prepared beforehand, and that it should be kept separate. This year we had a list with the name, pizza, cost and whether or not a person had paid which was a useful tool in keeping track of everyone's order. We recommend having the pizza orders close a few hours into the event, as many people will not be there early, and to have the pizza selling happen at the door.

NEED A NOTE ABOUT TIMING WHEN THE PIZZA BUYING CLOSES, AND WHEN IT HAPPENS

We also recommend scheduling a break in events in the morning for people to have breakfast.

Subcommittee Rep's Roles & Responsibility

Your role as a rep comes with a set of responsibilities which include, if at all possible, being present for the event. However we understand that you are not superhuman so take the time to figure out how long you can realistically be awake for (nap before hand if possible) and arrange a few people to come later/ have time off so you always have someone awake in charge. Although it is always better that you can attend the event if you can't or if you have to come late/ leave early just let people know so we can make sure there are enough people rostered on at each point in time.

As the rep it is your job to ensure successful collaboration and communication with the other committees not to run every event for your club. In fact if you're stuck keeping your clubroom open and unable to help with collaborative events such as the pizza run or the raffle it can be detrimental to the event. Instead communicate with your committee and if possible outsource the events being run to other committee members/ gatekeepers. To ensure this is done

Unigames is recommending only having one rep on the subcommittee and perhaps a secondary rep working on internal events making this split clearer to all involved.

When picking a rep it is important to consider their availability- this year it was a 6 club subcommittee which means finding a meeting time is hard and flexible availabilities is very important to keep the subcom functioning. Although coming to meetings is undoubtedly important it should by no means be the only form of communication- we recommend creating a facebook group aside from a chat and using it to have intermediate discussion in between meetings (remember passing by circular is a thing).

Advertising

Advertising is vital to running a successful event and generally looks like posters, Facebook events, and promotional posts on each groups page, as well as advertising through other social . We would recommend putting up posters as soon as the charity is confirmed and making sure the event is being spruiked in the room and emphasising the fact that it is a drop in drop out event. For promotional posts we would recommend spruiking the charity and what it does as well as showcasing the prizes for the raffle and interesting events.

Finances

Floats should be prepared in advance by a treasurer/ someone who knows what they are doing, unfortunately this year we weren't able to access our pre-prepared float for unforeseen (and unavoidable) circumstances. Making sure someone qualified makes and communicates what is happening with the float is vital. It is also for the best if only one club provides the float, as that makes it easier to keep track of.

Prizes for the raffle are to be bought/ donated by the club without any expectancy of reimbursement as it is for charity and Unigames has always donated the revenue they make off their food to the Charity and strongly recommends all clubs that sell food do the same (they usually do). The only things we would recommend be reimbursed is printing as it can only be done by one club, and the float as it is only a float. Before any purchase is made where reimbursement is necessary, make sure both the subcommittee and all involved committees approve the motion.

All events should be monetised so be sure to track the money throughout the event and collect it all at the end ready to donate. We recommend moving the money to UCC's account before transferring it to your chosen charity. A financial report is definitely necessary and should be passed on to the subcommittee and all involved committees.

Events

Events are the lifeblood of Charity Vigil and each club should make sure they are running active, monetised events throughout the Vigil (or at least one). An easy way of tracking this and making sure there aren't too many noisy events going on at the same time is using a spreadsheet like this one

<https://docs.google.com/spreadsheets/d/1mpPaEweZ3pZG1vJV2b5q83Z8MZECzKaDnHzyyVUZTYy/edit?usp=sharing>. Make sure to block major events, and events which will be loud or disruptive as far in advance as possible to avoid clashes and make sure the night runs smoothly, however smaller scale events need to be on the spreadsheet.

Unigames Events: For this aspect of the event reaching out to other committee members, gatekeepers and old guard will generally lead to a good spread of event. The only main concern in ensuring that the events remain monetised and at least a portion of them are drop in drop out. Successful events we have run in the past include magic drafts, streamed and non streamed one shots and a silent auction.

Events which we have wanted to run but have been unable to include debates/ rants however due to the main person running the event being unable to attend due to illness they were unable to run. To prevent occurrences like this happening in the future we recommend ensuring multiple people know what is going on with those events and instructions for them being written up.

If you have any new ideas for events feel free to try them, as long as you have people available to run them (try to assign this to someone not on the subcommittee), new attractions are always great as long as you make sure you have an easy way to monetise and manage them.

Set Up

A few days in advance make sure everything we need, such as float and raffle tickets, and make sure everyone knows where they are. Put a sign on the fire escape door saying they have to come through the other side, and close that door (it opens from the inside, this is still fire safe). The other set of stairs is where you should filter people through, and stamp people's wrists (wrist so that if/when they wash their hands it doesn't come off).

Pack Up

Yay! You've finished the event and are almost there the main things you need to do now are clean up and count the money. If you left early to get some sleep try to come back to help the poor bedraggled souls who stayed overnight. In terms of cleaning up split it up into rooms and communal areas and try to leave them in the state you found them- don't be afraid to rope in whoever you can to help you (i.e. gatekeepers, enthused members). We recommend doing a round trip to make sure all the money has been collected from both communal and club specific fundraising measures (i.e. door, pizza). Collect food revenue from all clubs donating theirs and make sure the floats have been accurately tracked, and then reimburse the club/s for these as appropriate.

Wrap Up

Wrap up meetings are important. It's how we wrote this handover. It's a good way to discuss what went well and what could improve so we don't make the same mistakes next time. This meeting is generally quite long and tiring so try and keep everything as constructive as possible.

If you can't attach the phrase 'next time' to what you are about to say it's probably good to consider it's relevance. Make sure to minute all the comments (memory is bad) and write them up into a handover guide/ edit past ones to include the new information. Before this meeting you should discuss the event within your committee so that you can represent the club as best as possible. As memory is bad try and get all of this done as soon after the event as possible so nothing gets lost and everything is as accurate as possible.