

Cameron Hall-o-Ween Meeting #5 07/10/2021

Attendance

- Will Jacquet (UniSFA)
- Grace Fowler (UCC)
- Liam Mckay (Panto)
- Clare Boon (Panto)
- Vikrum Sithambaram (Unigames)
- Alex Barker (UCC)

Apologies

- Nina McManus-James (Unigames)
- Jazz White (UniSFA)

Absent

Start Time

- 13.50

Previous Minutes Uploaded?

- They have been uploaded to the discord group.
 - Up to the club representatives to hand the minutes to their clubs.

Past Action Items

Everyone

- Write up hype posts.
 - Ongoing.
- Go back to your committees and ask for ideas about promotional events.
 - Ongoing.
- Think of prizes.
 - Ongoing.
- Send ideas about songs to put in the playlist.
 - Ongoing.

Liam

- Work on the budget with help from people if he needs it.
 - Done.

Grace

- Make a themed playlist.
 - Ongoing.

Nina

- Complete the budget by next week Thursday the 23rd of September.
 - Done.

Jazz

- Research Halloween spooky lollies.
 - pls i still know nothing about lollies and also uni nightmare this will likely not get done I am very very sorry.
- Make a themed playlist.
 - Ongoing.

Panto

- Check with Pride if we can use their decorations.
 - Done.
- Send a list of what decorations you have.
 - Ongoing.

Will

- Set up a shared google drive folder.
 - Ongoing.

Venue

Tav

- The Tav has changed managers so there's been some miscommunication.
- We definitely have the booking, just need to pay for it.
- Waiting on payment info from the Tav.

Time and Date

- Thursday the 21st of October from 7-11pm.

EMP

- Grace has added the event description to the EMP.
- Still waiting for it to be approved.
- Should we go to Guild and ask?

Budget

Budget Decisions

- Every club has approved the new budget.
- Link budget

Ticketing

- Physical ticketing.
- People come into the clubrooms and can buy tickets.
 - Unigames, UniSFA physical at the clubroom, UCC dispense?
 - Panto's clubroom currently isn't open.
 - They could reserve a ticket and pay on the night?
 - If they do that they should pay the \$25.
 - Can't use qpay without selling a ticket and that would have surcharge.
 - If they reserve a ticket before earlybird, they should pay the \$25 and after the should pay the \$20.
- Panto can't sell tickets in clubroom and a lot of members can't come on campus.
- Would Panto come onto the night with \$5 more?
- They're reserving it before the night so they should pay the \$20.
- People can email their reservation.
- Panto members on campus could pay
- Only allocate a certain set of tickets to Panto
- Make sure they've paid at the door before we let them in.
- Have one person you send the reservation to, like the Panto email, UCC email or just send it to your club committee email.
- Can make a free event on Eventbrite and can reserve tickets.
 - Is it free?
 - As long as they don't cost anything it's free.
 - Can do that for reservations.
 - Eventbrite does QR codes. Can put that on the poster.
- Could Claire or Liam get it set up. Needs to be done by Friday morning.
- Will Motions To: Use Eventbrite for reservations.
 - Grace seconds.
 - Unanimous.

- Want to have a limit of Reservations?
 - Have it half of the venue capacity.
 - 25
 - The other 25 will be split between UCC, Unigames and UniSFA.
- Panto just use the reservations?
- Reservations should just go to people who need it.
 - Can't guarantee that.
- Have the reservations open to everyone?
- Why do we want people to specifically buy tickets in clubroom.
- Need to check on the night people who have reserved but haven't paid, paid in clubrooms or on the night.
- Have three lines of tickets to 3 people.
- The issue with online ticketing was that it cost us extra money.
- Having reservations and expecting people to show up. Having a reservation
- Have the 3 clubs reservations pay sooner.
 - Can't enforce that.
- Shouldn't hold the other clubs to different requirements than Panto.
- What if Panto members pay to the club directly?
 - Show screenshot as proof.
 - Panto can keep track of it themselves and show a list.
 - They pay at the same time.
- People who have reservations must pay before a date to get the ticket.
- Earlybird finishes on?
- Don't use Eventbrite.
 - They second we have the money, they have a ticket.
- Pay us into our bank account, show proof and we'll give you a ticket.
 - Give the screenshot to the Panto committee email.
 - Panto should make a list of who's paid this way.
 - In the subcommittee chat update how many have brought tickets everyday.
- Each club can pay through bank account, but Unigames and UniSFA would prefer in person.
- Earlybird is \$20 until the 21st of October. At the door it's \$25

- Stop selling tickets Wednesday night.
- In person write the full name and student number if possible.
- Using a spreadsheet to check people at the door.
- ACTION Will To: Create the spreadsheet with people's booking details.

Advertising

- Should start Facebook and Discord posts.
- Need to do a poster.
 - Unigames and Unisfa committee want advertising up by the end of today.
 - Will wants the poster to be put up by Midday Friday.
- ACTION Grace To: Create the poster before Friday Midday.
 - Will message the committee about posters.
 - Will put up around Cam Hall.
- Grace has a covid shot on Friday so probably can't finish it.
- ACTION Will To: Do the poster.
- Claire could do a poster, but it'd be finished later today.

Promotional Events?

- Unigames has drawn up a reminder of the event on their whiteboard and put it in their newsletter.
- Panto has started telling people and put it in a newsletter.

Catering

Security

Timeline

- 13th September Week 7
- 20th September Week 8
 - EMP DUE Thursday 23rd
 - Approve budget today for Subcommittee
- 27th September Week 9
- 4th October Week 10

- 11th October Week 11
 - If we want to hand in posters to Guild
- 18th October Week 12
 - Week of event

Decorations

- Panto will get a list done of their decorations by next week.

Games

- Spooky lolly jar games.
 - Jazz has said they probably wouldn't finish this.
- Hand it over to someone else?
 - Grace can research the lolly jar.

General Business

- Google Drive folder?
 - Will will post the link later.
- Playlist:
 - Jazz has started one.
 - 2019 people who brought a ticket could put 1 song in the playlist.
 - Goes for 4 or 5 hours.

Action Items

Will

- Do the poster.
 - Ongoing.

Next Meeting Time

- Every week on Thursdays at 13.20pm.

Meeting Ended

- 14.29