

## Halloween wrap up meeting

- Finances
  - 36.50 for soft drinks
  - Lifts 21 - 24.78 - 1.18/can - unisfa
  - Pasito at 0.89 per can - unisfa 10pk - 8.90
  - 223 tickets online
  - Physical tickets
  - 297.50 cash in box
  - 213.50 pizza and photographer
  - 544.5 security
  - Expenses 266.74
  - Total profits 323.73
  - 106.91 per club
  - Unigames owed 90.33
  - Unisfa owed 159.50
  
- Finale
  - 297.50 in cash
  - 223 in online
  - Unisfa gets 159.51
  - Julia owed 69.85 - she gets that good shit
  - Alaura 39.65 - she gets that good shit
  - Emily - 54.80 - she gets that good shit
  - 133.20 in cash - deposited to Panto
  - Unigames and Unisfa paid out of Panto's deposits

## Things to Do next time

- Start planning earlier (schedule & Budget from start)
- Define roles for different clubs
- Create a working budget immediately
- \$1182 total was spent (not currently including the cost of alcohol)
  - Alcohol ended up being free
- Work out budgets for decorations quickly (use some of the decorations left)
- Free drink on arrival
- Tables for next time with games
- If done in the CCZ will need to be sectioned off in a tighter area
- Print out sheet with schedules for when people are staffed on
- Lanyards as well
- Having a defined system for bags (tickets/ numbers)
- Have 2 representatives from each club
- Make sure to have specific instructions for photographer

- Make sure lights aren't touched
- Label all receipts
- Keep track of money box, count it every time you use it
- Keep a log of money at all times - finance spreadsheet

#### Tips

- Ask guild about sorting out cleaners if you don't want to do it yourself or pay for it
- Decorations should be less of an expense due to leftover decorations from this year
- Get alcohol from Tav because you can sell back the alcohol you don't sell on the night
- Make sure people know to bring ID

#### Staff you'll need

- RSA's
- First Aid
- Security
- Bag check people

Panto: 223.53

Unigames: 36.54

UniSFA: ~~118.20~~ + 29.90 ~~208.7~~

Box: 297.50

29.90

~~100.73~~

Total: \$ 587.47

Julia: ~~42~~ 69.83

Aleura: 39.64

Emily: 54.80

Unigames: 19.97

UniSFA: ~~108.50~~ + \$82.50

Total: ~~247.74~~  
266.74

Profit

1339.73

\$320.73

Unigames: 106.91 - 36.54 + 19.97 = \$90.33

UniSFA = 159.50

Panto = -\$116.62

J: 69.83 ~~69.83~~ - 2d

A: 39.64 - 1f

E: 54.80