

Halloween party stuff

- Annique has started doing an emp just to know what we need to do and stuff to sort out.
- keen for spook
- Everyone wants to go overboard
- Alaura wants to know whether 3rd or 4th
- natasha says also on saturday night because things on saturday on oak lawn
- Alaura agrees based on unigames committee
- Annique says yes
- Annique says CCZ?
- Unigames and Unisfa is hype
- there are so many spaces and surfaces for things.
- Annique says need a floorplan ***** **Annique**
- Also we all want it to be sectioned off into different rooms with different horror styles
- Audiovisual room like black mirror level
- Alaura wants to know how we want to open up space
- Annique says that we need to look at how many people in one area
- 4 hours for under 75 people of unlicensed people
- Annique suggests getting a temporary license for about \$50 to get more people for longer hours
- We should compare to quiz night
- Unigames says it will have a lower end of attendance
- we can section out for chill areas and partier areas
- venue capacity we don't know ***** - talk to Kasey - **Annique**
- see about licensing ***** **Annique**
- Annique talked to Kasey about it and 4 hours for entire event.
- Annique says we could make it haunted house for a couple hours and then kick people out and make it the party.
- Alaura wants to know how the armbands would work if we used them
- Natasha bathrooms
- Annique says that we could use the bathrooms downstairs so people could leave for them and come back
- If we did it Friday we could have the tav security guard.
- Preference the 4th of November and keep it open for the 3rd just in case
- subcommittee regulations **** **Everyone**
- Advertisement
- Natasha says that people getting tickets outside cameron hall
- Alaura suggests staggering the tickets so Cameron Hall people get advertised to first and then later on sell them.
- Alaura wants to know about tickets and online ticketing
- Natasha says that panto probably knows better as people - **Message Julia**
- EMP needs two event managers - Annique and Emily volunteer as event managers as they won't be drinking.
- Alcohol management plan
- Annique is thinking one bar place could be the drinking place
- Alaura says we could do cooking downstairs and bring it up
- Emily says spooky food is needed

- Email Michael to hire this venue ***** - **Emily**
- Food safety stuff
 - Emily, Alaura and Natasha have food safety
 - need to have meetings with staff and people to assign jobs
 - need a communication method for staff
 - just a Facebook chat/call would work
 - Alaura and Natasha have first aid
- Stakeholders - clubs, guild,
 - Alaura wonders whether we want sponsors
 - annique says probably not big enough for that
- Tav supplying alcohol ***** **Annique/Natasha**
- Much cheaper to get wholesale alcohol
- beer and cider cans
- Spooky cocktails
- Site plan
 - Safe lighting, exits, bathrooms, alarms
 - there are dimmer switches which could be spooky
 - add spook to it
- Promotions
 - facebook events, hardcopy tickets, posters
 - ***** advertising - **Alaura**
 - could use the lady for posters - free for an hour - 3 clubs so 3 hours
 - we spend 10 minutes coming up with ideas
 - Old school horror seems about the best - maybe memory
- Tickets
 - Unisfa is thinking \$20 - Unigames was thinking \$15-\$20
 - Emily suggests do early bird
 - Alaura is thinking about member/non-member prices
 - But also that could be difficult with online tickets
 - charge for drinks
 - Drink token system? - probably not because there's a lot of issues
- Noise monitoring
 - as long as we have someone in charge of it
- Costume event
 - prizes or something - meme prize and best prize
 - Don't want to be mean so now worst/laziest costume
 - go to clubs about this **Everyone**
 - Horror writing competition announced ***** - **Annique and natasha**
- Lift can be operational for it
 - we can have after hours access and stuff to have accessible stuff

- Annique says that we can talk to Accessibility guild people to put pressure on guild.
- Chloe Heinz put a lot of pressure on her for now.
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