

Ukraine Event Planning Meeting, 24 July 2023.

Present: Jan Milligan, Marilyn Wheeler, Neil Perrin and Philippa Seager.

Raffle prizes – Marilyn and Jan have managed to obtain some already. Philippa to ask Suresh, Cliff Top Café, Tori's Cakes and Capel Flowers, Marilyn trying businesses in Hythe next week. We need a letter with headed paper and information of what we are intending to raise money for as it helps with the understanding of the event. Also fliers and posters to distribute.

The following are needed:-

- Raffle tickets
- Hire glasses for wine
- Napkins – possibly in Ukrainian colours?
- Source Ukraine wine and prices
- Volunteers to help on the evening

Hall is booked from 6-10pm. Need to plan evening – film with break halfway through. What time for film to begin? Raffle to take place in break. Food and stalls – time before film to visit, also in break and at the end?

Tickets for the evening – Maureen has offered to do these.

When type of food to be served is known, need to check if enough crockery and cutlery if this is required.

Publicity – local radio stations (Academy FM, BBC Radio Kent, Radio Ashford). Local papers – Hawkinge Advertiser, Folkestone Herald – others?

IT setup for running the film plus screen. Layout of room for the evening. Stalls in lobby and area in front of the hall including raffle.

Display on the evening of the vehicle that we are raising money for and any other information about Ukraine, (Lena did this at the Hythe event).

Next meeting to take place on Friday 4 August 7pm at 146 Capel Street including Lena.