

Ukraine Event Planning Meeting 4, 31 August 2023.

Present: Marilyn Wheeler, Neil Perrin and Philippa Seager.

A programme for the evening with approximate times will be available once we have received clarification of what other entertainment will be available. The details can then be advertised on FB. The tickets are now printed and will be available to purchase at the FM or through the Parish Clerk.

18.15 Doors open

18.45 Welcome to the evening

19.00 Film

Lena returns from Ukraine late on Friday 1 September so contact will need to be made with her re the film, entertainers etc and any stalls selling Ukrainian items.

A list of all prizes collected and promised was discussed. It was decided that any not needed for the raffle and tombola could be used for an additional raffle at Christmas as we have rather a lot for one evening. Obviously those with specific dates will be used first.

The glasses that we are borrowing will need collecting before the event so that they can be checked for cleanliness, and returning afterwards. Lena has details of where these are.

Additional alcoholic drinks will be available with a suggested minimum donation of £3. Neil to buy wine in France on his next visit. Requirements from Bookers and Bargain Warehouse can be reviewed at the next meeting.

Tongs needed for serving. Marilyn and Neil to provide.

Floats needed for each stall and containers.

A number of local residents have offered to help with the evening but exact number needed cannot be determined until we know how many stalls need running. Cherry and Pam Wraight to work in the kitchen supplying non-alcoholic drinks.

The 'Colours of Ukraine' quilt competition needs advertising on FB. Neil to take photos so that these can be given to Maureen, the Parish Clerk. He will be at the garage Safari and FM on 5 September. Also, Saltwood Castle with Marilyn on Sunday 10 September .

The success of the evening and amount raised will need to be advertised. The November Grapevine would be an excellent way locally. The idea of giving certificates to all those that have contributed with the final details was also discussed. Each member of the team would drop these off to the places that have supported the event.

Philippa

- to supply tea, coffee, milk etc and cordial for the evening. To check with Cherry re buying these or whether a donation can be made to the Village Hall for stock they already own.
- To contact Vicki, Toris Cakes, re promised raffle prize from her cafe.
- Make sign for suggested donation for drinks.
- Matthew, Philippa's son, has checked out the film equipment in the hall. He will attend on the evening to set up etc.
- Contact radio stations and local papers etc nearer the time.
- To liaise with Maureen re Grapevine and certificate styled 'thank you's'.

Lena

- to ask other people she knows for help on the evening, possibly 4.
- Will price food – all can be served in serviettes, no crockery or cutlery required.
- Supply receipt for ingredients for food baked for reimbursement.
- Address for glass hire.
- Final arrangements for entertainment.
- Possibility of craft stalls.

Marilyn is unavailable from 2 – 9 September as she is on holiday.

Neil

- to ask Lena for a copy of the film so that it can be viewed before the evening.
- Will source wine in France on his visit on 4 September.
- To take photos of quilt for advertising purposes.

Next meeting to take place on Wednesday 13 September 7pm at 146 Capel Street.