

Ukraine Event Planning Meeting 5, 13 September 2023.

Present: Marilyn Wheeler, Neil Perrin, Jan Milliken, Lena Tykhonova and Philippa Seager.

The order of the evening was discussed now that we have information of who is available on the night.

18.15 Doors open

18.45 Welcome to the evening (Lena)

19.00 Entertainment with singing and dancing

20.00 Nick Tadd -info on the importance and use of 4x4's in Ukraine

20.15 (approx.) Neil to promote raffle, tombola, silent auction and food

20.30 (approx.) Film – 35 minutes

21.00 (approx.) raffle to be drawn

Silent auction

Rabbit draw

The outstanding raffle and tombola prizes need collecting. Both these stands need setting up before the evening commences.

A person needs to be identified that would be willing to contact winners not available on the night and arrange collection or delivery.

Floats needed for each stall and containers.

We need 2 raffle drums – one for the tombola and one for the raffle.

We need to find a supplier for glass hire as the supermarkets no longer appear to do this.

Additional alcoholic drinks will be available with a suggested minimum donation of £3. Sign required.

Prices of cakes with suggested minimum donation. Sign required.

Sign to give details of where a donation can be made to the Capel-le-Ferne Parish Council.

The main car park to be used for disabled parking and a drop off point. Marshals needed for this with hi-viz vests. Sign required.

Helpers required for the evening:-

- Food / tea/ coffee in main kitchen (Pam Wraight and Cherry Leppard)
- Raffle
- Tombola
- Entrance tickets
- Serving wine for ticket entry

- Table sale with crafts
- Marshals in main car park for disabled and drop off point

The success of the evening and amount raised will need to be advertised. The November Grapevine would be an excellent way locally as well as FB page. 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

- Scissors / bottle opener/ tongs
- To ask Village Hall about use of their A-board

Lena

- Needs a list of who to thank for her welcome speech. Main raffle suppliers, sponsors, entertainment acts etc. List needs to be drawn up and forwarded to her.
- Needs collecting on the day with all her items.
- To price cakes for minimum donation.

Neil

- To check whether there are microphones available for use in the Village Hall on the evening.
- To check with Village Hall the possibility of delivering items to store in the back room in the morning of the event.
- List of supplies needed from Bookers. Small paper plates etc.
- To design raffle winners log so that an accurate record can be kept and winners informed if not available on the night.
- To ask Glynnis if she is willing to collect Lena on the evening

Signs

- Wine
- Cakes
- Donation details
- Drop off area and disabled parking
- Certificates with amount raised for those that have supported the event. Number needs to identified.

Next meeting to take place on Monday 18 September 11am at 146 Capel Street.