

Ukraine Event Planning Meeting 6, 18 September 2023.

Present: Neil Perrin, Jan Milliken and Philippa Seager.

The order of the evening has been changed to the following. This to be advertised on FB page:-

18.15 Doors open

18.35 Welcome to the evening (Lena)

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

19.00 Entertainment with singing and dancing

20.00 Neil to promote raffle, tombola, silent auction and food. Chance for all attending the event to have a look around.

21.00 (approx.) raffle to be drawn

Rabbit draw

Silent auction

The film, which offers an overview of the areas in Ukraine, will be running throughout the evening except during the singing and dancing so plenty of time to see it.

Tickets include a drink on arrival.

The order of raffle prizes was discussed and numbered. There are approximately 26 prizes.

It was decided to charge £1 for 2 tickets for tombola. Philippa to collect all the prizes and number at home. Straws needed to put all the tickets into as this makes it easier for taking out of the raffle drum. Minimum of 200 tickets.

We have a large and small raffle drum.

Glass hire has been sorted and kindly provided free of charge.

A list of signage required was drawn up. Philippa to make these and laminate. Neil to provide the laminates. Lena has provided a list of ingredients for each cake being made. This is not quite complete but will be needed by Thursday.

Donation details required for sign if people wish to donate online and also smaller sheets to take away.

All volunteers etc to wear a badge. Neil and Jan to arrange this.

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

Volunteers for the evening:-

- Food / tea/ coffee in main kitchen - Pam Wraight and Cherry Leppard plus helpers through Lena
- Raffle – Glynnis and Ann

- Tombola -Jan and Lena's son
- Entrance tickets - Maureen
- Serving wine for ticket entry – not sorted yet
- Table sale with crafts - Philippa
- Marshals in main car park for disabled and drop off point – Jim and Ian
- Rabbit draw – Marilyn
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A table also required for Nick Tadd where people can meet him and ask questions.

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

- Milk/scissors / bottle opener/ tongs/ cake slices/microphones (Matthew)
- To ask Village Hall about use of their A-board
- To check if any black sacks in storage cupboard

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.

Neil

- To check whether there are microphones available for use in the Village Hall on the evening.
- Supplies from Bookers etc with Jan

Jan

- Sellotape on holder
- Tongs/cake slice