**Halloween 2021 - Organising the event meeting**

29 September 2021

**Meeting Attendees**

* Susie Chester
* Louise Thomas
* Pooja Sharma
* Camilla Holland
* Grace Allen
* Helen Porter- Durrans
* Jo Brookfield

**Agenda**

* To discuss the actions and arrangements needed to be performed in order to successfully organise the Halloween disco event on 24th October 2021.

**Tasks performed**

* School Hall has been booked from 1pm - 5pm on 24th October

**Areas of actions and responsibilities**

* Sound System: ***Susie*** to sort out the sound system
* Refreshments:
  + ***Susie and Camilla*** to work out refreshments for the day (which includes cakes, fruits, biscuits to decorate, raisins, crisps)
  + ***Jo*** to ask parents to donate some refreshments for the day via email and newsletter
* Drinks: Tea, coffee, Juice
* Games: ***Helen*** to arrange 4 prizes for the games from Waitrose
* Book stall
* Decorations: ***Susie*** to order the Halloween decorations
* Face Paints:
  + ***Dee*** can do the face paint
  + ***Louise*** has arranged a professional face painter Karen Harrison for the day (free of cost and bringing her own stuff)
* Transfer tattoos: ***Susie*** to order the transfer tattoos
* Henna: ***Sadia*** will do the henna
* Disco Lights: ***Camilla and Louise*** to get the disco lights from home
* Advertise the event on Red kite: ***Louise*** to advertise the Halloween event on red kite website
* Load the stuff in the cars to be taken to the venue on the day: ***Pooja, Susie and Camilla***
* Advertise the event via preschool newsletter: ***Jo***

**Any other Business**

* Clarify questions around Christmas Raffle 2021

* Date of Raffle Launch: 5th November 2021
* List of Prizes ready: latest by 22nd October
* Venue of Raffle opening: Church

Approved by S. Chester 10/10/21