

St Patrick's PFA
Planning meeting for Xmas disco 2017
Tuesday 14th November 2017, 7pm

MINUTES

Present:

Fiona Chandley, Jacquie Foote, Helen Skellett

Apologies:

Claire Hardwidge, Michelle Williams, Kelly Hutton, Andrea Patyi

This year's disco is on Thursday 14th December 2017, 6.30 – 8.30pm. Jacquie to confirm with Gazza the DJ that this date is still OK, also to book him for 13th December 2018! Cheque for £195.00 will be raised and handed to him on the night. It will be kept in the PFA safe until then.

Fiona to ask Lynn to send out letter re hamper prizes and tickets, raffle tickets still at £1.00/strip of 5. Also to ask Lynn to send the disco ticket letter out; tickets to remain at £1/person.

Food and drink to buy

We took notes on what was sold at last year's xmas disco, which we will use to base this year's figures on.

Soft drinks:

We already have plenty of coke and lemonade – no more needed.

Need to buy 7 x boxes of 24 cup drinks – £15.00

All soft drinks to be sold at 20p.

Alcoholic drinks:

We already have plenty of Stella, Strongbow, rose, white and red wine – no more needed.

Need to buy 30 cans of fruit cider - £30.00

Need to buy 10 bottles of prosecco - £50.00

All alcoholic drinks to be sold at £2.00.

Food:

We already have plenty of crisps.

Need to pre-order and buy 50 x veggie samosas - £17.50 (Helen to do this)

Already have jumbo meat hot dogs.

Need to buy 2 packs of veggie hot dogs -£5.00

Need to buy 80 hot dog rolls - £8.00

Need to buy ketchup/mustard - £2.00

Need to buy various sweets - £50.00

Need to buy 15 x large packs of Haribos to be used as prizes by DJ - £15.00

Also need to buy various inflatables to sell – saxophones, guitars & microphones - £20.00.

We already have neon stuff from last year.

The above totals £212.50. Helen to raise a cheque for £210.00 made payable to Jacquie Foote, so as she can start to buy some of these items. Jacquie will save all receipts and an additional cheque will be raised to cover the balance of items once we know how much this amounts to.

It is hoped that cakes are brought in on the day of the disco, we will see what has been brought in on the day and buy more if needed.

Other stalls/areas to be covered by PFA/staff are: the door; crowd control; PFA craft/neon stuff/inflatables; hamper tickets; bar; soft drinks/sweets/crisps; hot dogs/cakes; and glitter tattoos. Fiona will type up the rotas and try to get them filled in as soon as possible by PFA and staff.

Fiona to ask Natalie Gibson & Grace Gartey if they would like a table each to sell their goods, donation of £5 per table.

We have decided not to have the air hockey out this year, as it made very little money last year and was extremely noisy! We will use this again at Family Fun Night instead, perhaps ask some year 6 children to run this.

Floats

Agreed we won't need floats for the door or hamper, as tickets are being sold in advance and there will therefore be change available for these two.

We will need floats as follows:

Soft drinks/sweets/crisps - £30

Bar - £30

Hot dogs, cakes, samosas - £20

Craft/neon/inflatables - £20

Glitter tattoos - £20

Spare float - £20

NO 1p, 2p or 5p needed. Plenty of 10ps are needed for the floats, especially the soft drinks and sweets/crisps. Helen & Jacquie to get the float money from the bank nearer the time.

Other information

We agreed to fund the school Christmas tree this year, at an approximate cost of £70.

Fiona to let Iain Etches and the office staff know.

Next film night is on Tuesday 5th December and we will be showing The Emoji Movie. Fiona to ask the office to send a letter out re this next week, w/c 27th November.