

**'INTERNATIONAL NIGHT' - FUNDRAISER EVENT,
ST. DAVID'S CHURCH, STANWELL,
ON 13/11/21, 19:00 TO 23:00**

FIRST MEETING: 10/10/2021 after Sunday Mass

ATTENDEES

Fr. Carlo, Betty, Biju, Charlotte, Colleen, Doug, Eileen, Ewa, Gosia, Maria, Martin, Michelle, Rejy, Roberts and Sol.

MINUTES

Meeting opened by Martin by welcoming and thanking everyone for their presence

- The date and time of the event are confirmed as above, and the venue will be the parish hall
- Reflected on pre-pandemic events like senior citizen's dinner and other social activities
- Agreed that all proceeds from this event will go towards the church fund
- Ticket sales to be commenced as soon as possible
- Entrance to be allowed at a rate of £2 for an adult and £1 for a child (5-16yrs)
- Expecting a minimum of 70 attendees (hall can accommodate 125-150 people)
- The plan will have to be abandoned if we cannot sell at least 20 tickets (advance ticket sales is hence extremely important)
- Ewa will contact Dee regarding a poster to advertise the event and will spread the word at St. Michael's school
- Fr Carlo will arrange the poster to go on the church website, newsletter, and notice board, and will be displayed in the church
- Event to be announced in weekend services
- Martin with Fr. Carlo will go through the cabinets tomorrow (11/10/21) to find out old ticket templates, raffle tickets, national flags and any other items that can be used as raffle prizes
- Appeal for raffle donations (maximum 5 prizes)
- Doug will prepare and display a list of foods that are desirable at the back of the church (people can pick a dish to cook so that there will be variety)
- Bulk cooking may end up in wastage so a portion for a family will be enough
- However, encourage guests to bring a plate of food to share so that we won't be short if we are lucky enough to have a big crowd
- Food to be labelled clearly by the person preparing it
- It will be extremely difficult to list every ingredient. A cautionary note that it may contain allergens is highly recommended.
- We will warn the people on this by announcing at the start of the event, however, it is the individual's or the parent's responsibility to ensure that they don't consume anything they are known allergic to.
- Alcohol will not be sold at the venue; however, individuals can bring their drinks if they wish to
- Gosia and Ewa have kindly agreed to take charge of the kitchen, Rejy will be helping out

- Eileen will oversee the snack and refreshments' bar which will be set up at the back of the hall (a flat price on this to be agreed upon)
- Martin will talk to Frank about chafing dish (to keep the food warm)
- Charlotte and Maurice have kindly agreed to use their Costco store card to purchase bulk items like squash, water etc.
- Pedro will take care of the sound system and DJ and will customise the playlist to reflect our multicultural group
- Robert and Maurice have volunteered to keep an eye on the doors to ensure safety, especially for children. Betty has kindly agreed to join them in the task
- It will be the parents' responsibility to monitor and instruct their children so that they are safe and not too distracting for others
- It would be delightful to see everyone in their traditional costumes, but this is down to individual preference
- We need volunteers to run the raffle
- Parish Hall to be decorated on the day before the event

VERY IMPORTANT: KEEP ALL THE RECEIPTS, WE NEED TWO VOLUNTEERS TO LOOK AFTER THE ACCOUNTS. ONE EACH TO MONITOR THE INCOMINGS AND OUTGOINGS

- The next meeting will be on Thursday the 14th of October at 19:30 in the parish hall. We can include the following points to discuss that day shopping list
 - tickets and posters are ready before the weekend
 - price for the refreshments
 - pizza for children
 - decorations
 - national flags