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| **Leadership Meeting Agenda – April 7, 2015** |

**This agenda was prepared by:** Angelica, Reece

**The meeting will be chaired by: Angelica, Reece, Matteo**

**Read-Only Items**

Burnaby’s got talent-April 8th

MUGSHOTS-

**Event Planning:**

**1. The Decade School Dance**

**Who:**Students and staff

**What:** The Decade School Dance

**When:** Thursday April 16, 2015

**Where:** Atrium

**Goal:** To spread school spirit, celebrate the hard work of students, and enjoy with friends while celebrating Byrne Creek’s 10th Anniversary

**How:**

SPLIT OFF INTO COMMITTEES, regroup at 4:15

**Logistics-** Sonya, Matteo, Harmony, Reece

**Questions for discussion:**

* Any updates from Mr. Axford? (Matteo)
* Updates on designing a contract. (Sonya) All prepared to be presented to caucus tomorrow morning
* Any updates from Leo Club about coat check? (stevens)
* When will we ask for teacher supervision? This week list of teachers created by Thursday.
* Are there any updates on the photobooth? (Matteo)
* Drinks? Not gonna have drinks until we breakeven
* How are the ticket sales doing? Slowly

Who can sell tickets?

 Wednesday, April 8- Karenn, Nicola, Michelle

 Thursday, April 9- Crystal, Rachel, Nicola

 Friday, April 10- Reece, Julia, Anna,

 Monday, April 13- Eric, Jorry,

**To-Do List:**

* Double-check with Mr. Axford for equipment
* Confirm Security (CONFIRMED!)
* Confirm photobooth (Angelica)
* Create a list of teachers to ask for supervision. Ask them on the same day in person. (Sonya)
* Finalize activities and games. (Just Dance-Nicola/Danakin) (Karaoke-Angelica)

**Decorations-** Jorry, Alyana, Francesca

* Colour schemes are: silver, grey, gold, navy blue, white, sparkle
* Decorations are: streamers, balloons, silver tassels and leftover stars on the walls, Paper Lanterns
* Setting up for decorations will happen the day of. Set for hanging tassels on Wednesday (April 15)

**Questions for discussion:**

* Who can check storage for decorations?
* Who will buy the decorations?
* Are we having a balloon drop and a confetti bomb?
* Balloons (Belle)
* Silver Tassels (Alyana)-maybe?

**To-Do List:**

* Finalize lay-out (Alyana) by tomorrow
* Check storage
* Buy decorations (in the process)
* Ask Mr. Klassen about balloon drop and confetti bomb. (Sonya)

**Publicity-** Julia, Angelica, Ishan

**Questions for discussion:**

* How is advertising right now? Is it effective?
* Should we have another media blast?
* The video is still in the works.
* How else do we want to promote the event? Upload video on the Student Gov page today.
* Who would like to go around tutorial on Wednesday? (Angelica, Reece)

**Hype-up Event: Wednesday @ lunch**

* We will be playing music and the video with an emcee talking about the dance.
* Who do we want for emcees? (Body, Jorry, Alyana)
* Do we want dancers to hype-up the crowd? If so, who?
* How else do we want to promote the event during lunch hour? (Karenn, Matteo, Angelica, Nicola)

**To do list:**

* Make a script for the emcee. (Reece)
* Finish promotional video (FINISHED!)
* Make a playlist for the hype-up event. (Julia)
* Get people who can set-up for the hype-up event on Wednesday. (Karenn, Matteo, Angelica, Nicola)
* Back-up speakers (Karenn)
* Share the video. Word of mouth.

**FULL BUDGET BREAKDOWN**:

DJ= $400

Security= $400

Drinks=$100

Teacher Snacks= $80

Decorations =$80

Tickets=$50

Coat Check= TBD

**Wrap Up:**

**The next meeting will be held on: Monday, April 13**

**The agenda will be prepared by: Reece, Matteo, Francesca**

**The meeting will be chaired by: Reece, Matteo, Francesca**