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| **Leadership Meeting Agenda – March 30, 2015** |

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

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

**Read-Only Items**

\*\*\*\*PLEASE FINISH AND HAND IN YOU MUGSHOTS!! All Mugshots are due in on Thursday at the latest!

How were ticket sales today? Ticket sales have been moved back Early Bird: Tues-Wed (April 8), Regular: Thursday-Thursday (April 16)

Burnaby’s Got Talent is on Wednesday, April 8th!

**Event Review**

**Airband / 5 mins**

**Event date:** March 27, 2015

**The goal of this event was:** To put on a great show to make people happy

**Questions for discussion:**

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| What went well? | What do we need to consider for next time? | Did we meet our goal for this event? |
| -performances were good  -Judges were good  -Good timing  -Tech was good  -Set-up was really efficient (adding folding chairs is faster rather than taking away all the rolling chairs)  -solid groups  -good clean-up between performances  -clean-up afterschool was good | -more word of mouth  -more social media  -make media arts people take videos and pictures  -Set-up microphones beforehand  -emphasize lip-syncing to performers  -explain what judges are supposed to do  -MC’s face the crowd  -What can we do in between deliberations?  -Bring contestants out onstage  -Make judges talk more.  -Felt rushed  -Better communication with contestants  -Do Airband before Spring Break (Start planning after semester 2 starts)  -better communication  -lower ticket price to $1  -more performers  -designated spots for performers backstage | YES! |

**Strategies to prevent loss of money:**

* Sell the day before
* 1 person in charge of the cashbox
* Organize the line-up
* Cashbox behind booth/table
* Large bill to be put at the bottom of the cashbox.

**Event Planning**

**1. The Decade School Dance / 30 mins**

**Goal:** To spread school spirit and spend time with friends!

**Who:** The whole school

**What:** “The Decade”: A school dance to celebrate the hard work of students, enjoy with friends and celebrate the 10th anniversary

**When:** Thursday, April 16th

**Where:** Atrium

**How:**

\*SPLIT OFF INTO COMMITEES, regroup at 4:20

**Logistics**- Sonya, Matteo, Harmony, Reece (BUDGET?)

* Create list of final budgets of all activities -Matteo
* DJ's are confirmed. Any updates from Mr. Axford? Create a final list of equipment needed. (Matteo will double check)
* Look into designing a contract -Sonya
* Updates from Leo Club on coat check -Stevens Security is booked We will need teacher supervision. (We are thinking of asking student teachers) –Ask everyone on the same day in person and remind them in person
* Ask for teacher supervision by next meeting. -Sonya, Reece, Matteo
* Photo booth is $325. Find details for duration of each session, how many prints and further detail (Matteo)
* Will there be a lounge area? -Yes (Under the stairs, check storage for drapes)
* Brainstorm ideas for games. (Just Dance, Karaoke)-Keep it simple.
* Do we want drinks? What are the pros and cons? Wait for the result of the ticket sales
* Who can create a layout (Alyana)
* Tickets
  + Our tickets will begin selling from Monday, March 31st
  + We are thinking to sell early-bird from March 31th – April 7th . Regular will be sold from April 8th-April 16th. $7 for early bird and $10 for regular

Who can sell tickets:

Tuesday, March 31st – Justin, Eric, Body, Gabrielle, Angelica U.

Wednesday, April 1-Harmony, Jorry, Angelica A., Justin, Stevens

Thursday, April 2- Sonya, Reece, Alyana, Gio, Janice

Hype up Event:

-Iqbal and Gower can make a mix

-Dance battle (Tuesday, April 7th in the atrium)

-Promotional Video (Matteo)

-People to ask: Anthony, Adonai, Brandon, Frances, Jorry, Anna, Victoria (to ask by Tuesday)

**Decorations**- Jorry, Alyana, Francesca ($80)

* Discuss we could incorporate the anniversary.
* What kind of decorations do you want to see?
* Brainstorm ideas for decorations. (go across the atrium with silver tassels, leftover stars on the walls) Confetti bomb and Balloon Drop (to ask Mr. Klassen)
* Streamers? Balloons? Confetti? Paper Lanterns
* What kind of color scheme would there be? (Silver, Grey, Gold, Navy Blue, White, Sparkle)
* Who can check in storage for decorations?
* Who will be willing to buy the decorations? Decorations bought by next week
* Alyana will be making the layout. (Set-up for hanging tassels and streamers on Wed, April 15; Everything else will be set-up the day of)

**Publicity**- Julia, Angelica, Ishan

* Banner is completed
* Poster design is completed. Get them up ASAP! Place the 8 coloured posters strategically.
* Should we have a mass text? When? Our school dance THE DECADE will be on April 16th. It will be Byrne`s 10th Anniversary for all grades. Tix on sale for $7 early bird and $10 for regular.
* Do we want a promo video?
* Who can go around tutorial classes on Wednesday to advertise?
* What other bases and was can we effectively advertise?
* Continue to spread the word to your friends
* What hype up events do we want to run?

**PROMO VIDEO IDEA**

-in class

-CPR

-Principal`s office

-Birthday Party

-Drama Audition

-Cooking

-Reuniting

**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: April 7, 2015.

Angelica, Reece, Matteo will prepare the agenda.

Angelica, Reece, Matteo will chair the meeting.