

# The Sleigh Bell Foundation

## SPECIAL MEETING



**Committee Meeting November 15<sup>th</sup>**

**Location:** 80 Harte Street, Chelmer, QLD

**Chair:** James Nicholson

**Minutes:** Joy Nicholson

**Present:** James Nicholson, Joy Nicholson, Lara Givinchy, Ryan Smith, Marc O'Donnell

### Agenda Items:

No.	Item	Contact / Notes
1	Preparation for Winter Wonderland 2019  Overview of what is booked and what is left to do	ALL
2	Winter Wonderland 2018	Working budget and food inventory can be accessed through the Google Doc.  No management of RSVP's apart from dietary requirements. We still anticipate around 70 people due to amount of invites we have given out.  Please see list below this table.

Find Santa - check costume
Book entertainment
Design, print and distribute tickets
make a list of volunteer positions and fill them
Plan for rubbish
Design and print signage including road signs
Organise craft activity
joy to sort gifts
Clean 4m X 4m Marquee poles
Facepainting
Media consent forms and media release signs
check kate is good to work in kitchen
Lock down decorations - Tree?
photography / Circus / Magic – William Daniels
Put xmas playlist together for phone

On the day program - sponsor thanks
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Hampers for sponsors
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Numbers and detail sheet for the photo booth - numbers so we know which details belong to which family and a sheet to leave details
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Rug for stage?
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Buy food and drinks
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plastic cups for sweet buffet
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christmas crackers
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