

PURPOSE

Chocolate Bingo planning

AGENDA TOPICS

1) Attendees and apologies

In attendance - Sandy Langley, Carla Abbott, Sophie Mazingarbe, Lindsey Kelly, Chris Cooney, Jenny Sykes and Mark Sykes.

Apologies - Mrs Chesters, Miss McCurrie, Sam Samuel, Katie Buckingham

2) Bingo overview, timings etc.

Discussion of site plan - all fine, no changes needed. Timings discussed - SL may need to leave slightly before the end. We have five pages of each booklet, consisting of two games - a row and a full house. Ten games in total. Last time, we had a raffle, so MS suggested that, if time, people write their name on the back of their books and drop them into a box for a quick raffle. CA suggested that this should only be for any children present. This can only be done if we get plenty of donations.

3) Set up

Set up from 5pm. Tables and kitchen need setting up. LK and JS to sort out chocolates on Monday 22nd April.

4) Volunteer stations

All happy with jobs. Mrs Chesters has agreed to attend the event as a first aider.

5) To do

List of jobs shared and nothing needs to be added. LK has a price list from the last bingo event. It needs slightly tweaking.

6) Shopping

LK says that we have quite a few things on the list already. LK and JS to go shopping for a few things that we do not already have.

7) AOB

JS shared information about the RA. All volunteers have a copy and will read thoroughly before the event.

8) Thank you!

Meeting chaired by: JS

Minutes taken by: JS

Meeting ended at: 7:35pm