

Royal College of Science Union

**Minutes of the 3rd meeting of the Entertainments Board**

Held at 13:00 on 14th November 2014 at the RCSU Office (Sherfield 214D)

**PRESENT:**

- Serena Yuen – RCSU President (SY)
- James Badman – RCSU Honorary Junior Treasurer (JB)
- Lucinda Sandon-Allum – RCSU Vice-President (Activities) (LSA)
- Philip Kent – RCSU Honorary Secretary (PK)
- Scott Adams – RCSU Events Officer (SA)
- Kevin Kwong – RCSU RAG Champion (KK)
- Digant Tyagi – RCSU Sports Officer (DT)
- Frederik Piech – RCSU Publicity Officer (FP)

**APOLOGIES:**

None

**ABSENT:**

None

**OBSERVERS:**

None

*Meeting opened at 13:20.*

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**A. CHAIR'S WELCOME**

**RECEIVED:** This item was verbally presented by LSA.

**NOTED:**

1. This is the first meeting where everyone on the committee has been able to make it, all were welcomed.

**B. APPROVAL OF THE MINUTES OF THE LAST MEETING OF THE ENTERTAINMENTS BOARD**

**RECEIVED:** This item was verbally presented by LSA.

**NOTED:**

2. JB spotted a number of typographical errors but will submit corrections.

**RESOLVED:**

- a. To pass the corrected minutes as a true and accurate record.

*At this point the Chair proposed to consider Point C. at the next meeting of the Entertainments Board due to time constraints. The Board agreed unanimously to defer Point C until the 4th Meeting.*

## D. WINTER BALL

**RECEIVED:** This item was verbally presented by LSA.

### **NOTED:**

3. LSA informed the committee that a meeting has already taken place with the CGCU and RSM. The RSM have chosen to opt out as they already have a winter dinner event and they felt that having this event would also detract from their dinner. Therefore, this event will be joint only with the CGCU.
4. The planned attendance with just the CGCU will be in the region of 600 to 700 attendees.
5. The only venue provided by Novus Leisure at this capacity will be Loop, which has 3 floors. The last time it was used was two years ago also with the CGCU. The venue's overall capacity is 1100.
6. Investigation was also given into Café de Paris.
7. The only date available at Loop is on December 8<sup>th</sup>.
8. There is a minimum bar spend of £6,000 exclusive of VAT. Committee tickets will sum up to around 50.
9. There are five options as to how the bar spend will be hit:
  - 1) Selling 600 tickets at £12 each. This will require £500 of drinks to be purchased off-token by attendees to meet the minimum spend. There will be £750 to spend on an 'extra'. This option was thought as risky.
  - 2) Selling 700 tickets at £12 each. This will hit the spend and leave £875 for an extra.
  - 3) Selling 600 tickets at £13 each. This will not hit the spend but will leave £1250 for an extra. FP noted this is harder to market because £13 does not divide easy by 3 drinks.
  - 4) Selling 400 tickets at £12 each, then an additional 200 at £14 each. This will not hit the spend, will also provide £1250 for the extra.
  - 5) Selling a proportion to be decided later at the £12/14 mix. However, JB noted that historically the RCSU has provided 4 free drinks at £14 and hence it may be felt that this is not such a good deal.
10. The risk with option 2 is that it may not be possible to sell all 700 tickets as historically the CGCU have not been as interested in RCSU balls as RCSU members have been.
11. There was feeling, however, that 600 attendees at Loop is somewhat empty and more are needed to ensure the venue is sufficiently full.
12. Picking an option will also require the agreement of the CGCU.
13. It was asked whether up to 800 tickets could be sold. It was noted that once 700 have been sold there was no harm in selling more as it effectively became profit, however care must be taken to not extend past the venue's capacity.
14. If additional tickets are sold, it was proposed they could be sold for a greater price.
15. DJ names are required for the 693 form soon to be submitted before Sunday. SA contacted Music Tech to obtain the names and have them sent over to SY as a matter of urgency.
16. Photography will be as per prior times with Ben Lester, however due to the size of the venue there was question of having a second photographer. In this event, it could be Yubei Yang, who is on the CGCU committee. A second option is to have an early and late photographer to avoid encroaching on territory and to ensure coverage all night.
17. We will need to confirm times with Ben Lester for when he is happy to be present.
18. There is a total of £875 for extras, with photographers likely costing around £140.
19. With other extras, people seemed keen on a photobooth. Charactures were also mentioned but seemed unfeasible with the size of this event.
20. UV Raves, foam, and bubbles were all explicitly rejected by LSA.

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21. Other possible options can include a balloon net featuring confetti, a confetti cannon, or even santa costumes for the committee.
22. With a photobooth the pictures themselves will need to be branded, with polaroid prints a desirable optional extra, it was felt they will be expensive.

**RESOLVED:**

- a. To take Option 2.
- b. To locate a photobooth as the extra.

***ACTION:*** SY to consult Option 2 with the CGCU.

***ACTION:*** PK to look at the breakdown of previous attendees.

***ACTION:*** LSA to ensure the venue will be decorated with festive decorations.

***ACTION:*** ALL to look into photoboosths.

*Meeting closed at 12:55.*