

Quiz Night Subcommittee 2021 Meeting 18/09/21

Meeting Opened

- 13.16

Attendance

- Alistair (UCC)
- Amber (Unigames)
- Chase (UniSFA)
- Corin (UniSFA)
- Grace (UCC)
- Gwen (Unigames)
- Liam (Panto)

Apologies

- Davis (Panto)

Absent

- None

General Wrap-Up

- Winner of the Lolly Jar has been contacted, they have yet to come pick it up.
 - They should be contacted by Chase and pick it up soon.
- There were very few people at the end of the night to help clean up. Committee members ended up doing most of the work.
 - Next time, if you won't be there at the end of the night, tell someone.
 - Lightmittee and Darkmittee are expected to stick around if you attend the event to help clean up.
- Were there leftover prizes?
 - All the prizes were picked up.

Finances

- We made a profit of \$618.72.
 - Not counting reimbursements, each club made an income of \$154.68.

- Panto will reimburse other clubs.
 - Ask your committees how they want to be reimbursed.
 - ACTION: Amber to ask Unigames how they want to receive their income.
 - ACTION: Everyone to send Liam their bank account details.
- We need to prepare a financial statement.
 - Ask our treasures how they want to do that.
 - ACTION: Everyone to show their committees the financial document.
- In the budget, the tickets post earlybird were \$120. On the posters they were \$140 and allegedly someone only paid \$135.
- Grace moves to approve the budgeted distribution of profits.
 - Chase seconds.
 - Unanimous.

Feedback

- People overall were pleased.

Quiz Round Feedback

- Music questions were difficult, as were the 2000s pop culture reference.
 - People missed having a shitpost round.
- History round and Major Disaster were popular.
- Avoid trivia questions about "what year/decade did...?".
- Music round:
 - Too obscure music.
 - Problems with songs without trigger warnings, noting Last Resort.
 - Reversed songs was difficult but people enjoyed it.
 - Keep in mind the difficulty of the music.
 - Music round was either very enjoyed or not enjoyed at all.
- One person complained about question distribution, in particular lack of shitposting questions and tradition questions.
- Someone also commented on Unigames having too many Wargaming questions.

Other Parts of The Night Feedback

- Catering could have been advertised better.
 - Ask dietary requirements when people come in, and what pizza they'd want.
- Most part, people liked the online ticketing system.
- Some people didn't like the Lollies Jar minigame.
 - The gold coin donation to play wasn't enforced.

- There was no one announced as the winner at the end of the night.
- It still hasn't been handed over to the winner, Elliot Wood.
- People are conflicted about having minigames.
 - Some people don't want them at all, while some want more.
 - We could run more minigames off to the side?
 - Coin toss?
 - Games in between rounds make the event run longer.
 - A minigame during the break?
- People generally liked the selection of prizes.
 - People wanted a wooden spoon prize.
 - Unigames dice possibly?
- Panto forgot to put their prize on the prize table.
 - Next year we should either have all the prizes stored together or have a list of what prizes each club has.
- People liked the vibes of the hosts, and the hosts dressing up on theme.

General Feedback

- People had fun.
- Some comments of loud volume.
 - Next year we should put in our advertising that this is a loud event.
- Make sure with Tav that there are enough chairs and tables.
- Some complaints of the room being too cold.
 - Maybe ask the Tav if we can close the doors next year?
- People like physical tickets.

Handover

- ACTION: For Corin to write up a handover document.

Before Organising

- Make sure everybody involved is aware of the subcommittee regulations.
 - Read them again at the first meeting or before.
 - https://cdn.discordapp.com/attachments/864661807716499467/885044112502448138/subcommittee_regulations_2018.pdf
- Include as much info about the event in minutes and advertising.

- Make sure important things like budgeting are **voted on** and **minuted**.
- Make a subcommittee drive with all the relevant info in it, like the minutes, budget and posters.
 - Make sure YOUR subcommittee drive is accessible for next year.

Finance

- Put together a thorough budget and spreadsheet ASAP.
 - Ask for help from a treasurer if necessary or look at previous year's budget.
- Get the budget approved by your committee before you start spending money.
 - The subcommittee does not own any money.
- Keep a record of all finances related to the event.
 - Send a screenshot or photo of the receipt to the communication platform you're using.
 - Make a channel called receipts if using Discord.

Booking

- Any communiqué between venues and subcom should be saved and filed.
 - Everyone should be aware of what's happenig in regard to the booking.

Catering

- For catering, ask people with dietary requirements to contact subcom ahead of time.
 - Catering at the Tav is normally pizza and chips.

Ticketing

- If using online tickets, account for a ticketing fee with your budget.
- With ticketing, match tickets to people and note online tickets have a surcharge.
 - People like online but they also like physical tickets.

Advertising

- For the poster, consider:
 - Sound warnings.
 - Letting people with dietary requirements know to contact subcom beforehand.
 - Check that there isn't any potential triggers in the design.
 - Show the poster to your committee beforehand.
 - Double check all prices.
 - Include 18+ event, drink responsibly.
 - Club logos, Guild logo and Sponsor logos.

Setting Up

- Set up 1.5 hours before the event starts, so you're not rushing and doing stuff when it's meant to start.
- Subcommittee is expected to clean up after the event.

Darkmittee

- In the music round, pay attention to the contents of songs being used and avoid potentially triggering content.
- If having minigames, make them quick and fun.
 - Ask people beforehand about what minigames they would like to play.
 - Survey?
- Hosts dressing up to the theme was nice and fun.
- Have a whiteboard ready, with plans on how to stand it up for tracking points.

Have a checklist people can tick off

Action Items

Corin

- Write up a handover document.

Amber

- Ask Unigames how they would like to receive their income.

EVERYONE

- Show their committee's the financial spreadsheet.
- Send Liam their club's bank account details.

Meeting Ended

- 14.50