

## JCR Full Committee Meeting – 29<sup>th</sup> October 2017

### 1. Hallowe'en Bop

- No one has volunteered to steward
- Alisha suggests splitting the shifts – shift one will start with set up at approximately 8:30 and will likely run for an hour, whereas shift two will end with set down.
- If people don't work the Hallowe'en bop, they have to do either Fireworks Night or Fitzmas
- *Actions to be taken*
  - o **Alisha** will post on the Fitz JCR group to determine who can work which bop

### 2. Fitz Christmas Party

- Outline:
  - o The JCR committee wants to throw a Christmas-themed event for undergraduate and graduate students, fellows and staff of Fitzwilliam College and their children.
  - o The Upper Hall and Reddaway Room have been booked out for Friday 1<sup>st</sup> October between 3pm and 6pm.
  - o The Master, Senior Tutor, Bursar, Fellow President, Domestic Bursar, Head of Catering and Events and Director of Music have all given their blessing for such an event.
    - The Master and Senior Tutor in particular would like to see the vast majority/all of the entertainment done by Fitz students
- Budget:
  - o Millie, Alisha and Carl are looking into how much money is left in the ents allowance. £100 has also been returned to the budget from unused welfare subcomm events.
  - o Carl has agreed with:
    - (i) the MCR Treasurer, that the MCR will match up to our amount.
    - (ii) the President of Fellows, that there is up to £350 available to us from the Steward's budget.
    - (iii) the Bursar, that there is up to £150 available to us from the Bursar's Entertainment allowance.

These amounts are dependent on the JCR contribution and upon satisfaction with the committee's detailed budget.

  - o A budget of £1000 should be used to plan events. Should more funds become available then the activities can be extended as required.
- Food and drinks
  - o We plan on renting glasses from college for mulled wine instead of using paper cups as they look better and may also work out cheaper. The college has already agreed to loan us 400+ glasses.
  - o The buttery has agreed to lend us a large cooking pot and will heat the mulled wine for us in the kitchens free of charge.
  - o Ideas
    - Hog roast -> probably doesn't work because it has to be outside
    - Snacks: mince pies, pigs in blankets, crackers and cheese, turkey sandwiches with cranberry sauce, Christmas cake, celebrations/roses, candy cakes, stolen bites
    - Bigger features: chocolate fountain, candy floss, popcorn
    - Could also have a Fitz bake-off

- The college produces a range of non-alcoholic drinks (fizzy elderflower, Christmas drinks) that could also be served
  - Stewarding
    - The Head Porter does not require any special safety, but we will have to steward as normal
    - We will probably split it into one hour shifts
    - We may require a bar license as a result of requesting money for exchange of alcoholic drinks (mulled wine).
      - **Carl** will check with Head of Catering and the Bar Supervisor
  - Naming
    - We could attempt to incorporate 'Fitzmas' into the name, but we don't want to confuse it with Fitzmas formal.
    - The working title has been agreed as 'Fitz Winter Wonderland' (a Christmas themed event without religious exclusivity).
      - If other **committee members** have any other suggestions they should get in contact with Carl as soon as possible.
  - Decorations
    - We can provide tinsel and paper snowflakes
    - Christmas trees will already be present in both Upper Hall and the Reddaway Room
    - We can get other Fitz students involved with decorations
      - **Carl** has put out feelers.
    - The Librarian has lots of shoeboxes in need of recycling. These could be wrapped with wrapping paper and scattered through the rooms. Alternatively could be used for a Christmas Shoebox Appeal (or the boxes reused after the event).
      - **Carl** will get in contact with the Librarian
  - Entertainment
    - The student Presidents and Vice Presidents of FitzTheatre and Fitz Music Society have been informed of the event and have offered to lend their support. Carl has spoken with the Director of Music who has agreed to call a meeting of the FCMS to discuss who is available and willing to help. She suggested sets of 20-30 minutes, with the afternoon starting with carols and drifting towards jazz as the event gets more merry.
    - The Barbers and Sirens will sing a couple of Christmas songs each
      - **Katie M** will get in touch with Fitz Swing to see if they would be able to perform
    - We will use the bop sound systems for background music if necessary
    - Magicians -> we should get in touch with the Cambridge Magic Society to see whether they can do the event
    - Face-painters, caricaturist
    - Santa with presents
      - **Carl** is acquiring a Father Christmas costume
    - Games
      - Guess how many jellybeans/etc. are in a jar
      - Guess the weight of a Christmas cake
      - Guess the name of the Fitz teddy/goat
      - Lucky dip
      - Pin the tail on the donkey (Christmas themed)
      - Coin bottle toss
- The members of JCR present were keen to run events in the spirit of a school Christmas fair: stalls which can be staffed by JCR and MCR helpers.
- Ball pit:

- Originally suggested, but may cause an issue if children are attending as well? It might not be especially popular
  - We could get 1000 white balls on eBay for 150 pounds, ~~however it may not prove especially attractive,~~ and we think the money could be best spent on something else
- Photobooth
  - Getting in an external photobooth will probably be too expensive
  - We could make our own and try and get a student volunteer to take the photographs
    - We could either post on the Fitz group asking for volunteers, or get in touch with the Cambridge photography society
- Charity
  - Instead of an entrance fee, we could station buckets around the attractions for charities donations?
  - We could also have a box for donating old food items
  - Want to use the shoeboxes for a Shoebox Appeal to either be included as part of the Wonderland or after it.
- *Actions to be taken*
  - **Carl** will:
    - Review ideas and determine what's possible and what's not within budget
    - Consult the Wonderland committee and MCR representatives
    - Put everything into a core spreadsheet, where people can volunteer to be responsible for items
    - Ask Head of Communications to distribute a 'save the date' email with the barebones of the event to fellows, staff and students on **Friday 3<sup>rd</sup> November.**
  - **Sunday 5<sup>th</sup> November**, everything should be delegated, and **by the 11<sup>th</sup> of November**, arrangements should be made and any orders that need to be made should be placed.