



## **Unconfirmed MINUTES of UFO FESTIVAL SUBCOMMITTEE MEETING** **held on 11 March 2017**

**Present:** Jan Everitt, Donna-Jan Moody, Brad Booth, Gareth Davey, Lyn Bagley, Pat Cantrell-Pary, Jenny Green, Thea Ormonde, Nic Zymaras

**Apologies:** Demelza Stone and Pam Stone

**Meeting opened:** 10.05am

Thea Ormonde gave an overview of the UFO Festival to the new volunteers

### **Confirmed/Booked:**

- Festival date has been confirmed with CCRC – 3 June 2017
- Venue has been booked and confirmed with CCRC – UFO Festival will require a cheque for \$1,000 for bond for the Cardwell Community Hall as this event is a licensed
- Liquor license has been confirmed
- Cairns Premier Security personal have been confirmed
- Cardwell Taxi have offered to use their Taxi for transporting people from the UFO Festival to home on Saturday night. This is only in the Cardwell area. The cost of the service will be \$200 which will be funded by the UFO Festival.
- Glen McGregor from Amusement Rides has confirmed
- UFO Festival Markets – stall holders have been sent information about the day – waiting for responses.
- Band "Zacariah" have been booked for the Alien Party on Saturday night
- DJ has been booked for the UFO Market Day
- Alien Mascots workshop confirmed to be held at the Cardwell Community Hall 8 weeks before the event.
- Marine Hotel will supply the alcohol
- Cold room has been booked
- Guest speakers at the CFiles have been confirmed
- Display boards have been booked through CCRC to be installed in the Cardwell Community Hall

### **Not Confirmed:**

- Children's activities - hoping the schools will be involved in this
- Sky Divers
- Golf buggy or ride-on mower race – Mark Sheahan from Cardwell Chamber of Commerce to contact the Cardwell Country Club asking if they could be involved in the golf buggy race. Action: Mark Sheahan
- Bar tickets not purchased
- Photographer

### **Volunteers required:**

- Work with the local business owners to encourage them to dress up their shop fronts and ensure they have all the promotional material needed.
- Jenny Green has volunteered

### **Organise the Alien Hunt**

- Jan Everitt, Pat Cantrell-Pary and Jenny Green have volunteered

### **Organise the Children's Alien Party between 3.00pm to 5.00pm**

- CCRC will supply the blue and white marquee
- Thea will approach the Bendigo Bank staff to volunteer in this event. Action: Thea
- Volunteers must have a blue card.

### **Man the entrance into the CFiles and Alien Invasion Party:**

- Donn-Jan Moody and Jan Everitt have volunteered
- The cost of entry into CFiles is \$5.00 and a coloured band will be issued but if you wish to go to the Alien Party at night the cost will only be \$5.00 if you have already paid an entry fee to the CFiles. Entry cost into the Alien Party is \$10.00 and coloured bands will be issued.

### **Man the beer ticket table**

- Pat Cantrell-Pary has volunteered

Although people have volunteered at certain points, there will be backup people to relieve.

### **Further Information:**

- Market stallholders will be given an option to stay open from 8.30am to 3.30pm or to stay latter.
- Trish Ogden who is, a local artist, is willing to help make the giant alien mascots. Thea will ask the local schools to design an alien and the best designs will be used. A workshop will be set up at the Cardwell Community Hall to make the mascots.



### Further Information cont'd

- Phil Gruber's daughters have offered to help at the children's activity tent and also at the workshop.
- The sourcing of drones has not been successful thus far.  
Action: Nick will look into this further
- Nick will get into contact with the people with the large telescope and planetarium and find out the cost involved. Action: Nick
- Gareth Davey will contact the Rocketry Association to see if they will do a demonstration.  
Action: Gareth
- The Cardwell Community Hall has been booked from Monday 29 May for the week prior to Saturday. Help will be required to set up the CFiles. CFiles will be open from 8.30am-3.30pm. After 3.30pm the CFiles will be dismantled to allow the hall to be set up for the alien invasion party which starts at 6.00pm
- Thea Ormonde and Jan Everitt are meeting on Tuesday 14 March to organise the budget.
- A videographer has volunteered his time to take videos and to interview people during the festival. This will then be seen on Utube throughout the year.
- Stephanie Berger has volunteered to make uniforms for volunteers.
- The committee will approach businesses for sponsorship – IGA, Seafarm, Cairns Hardware – Kathy Sheahan and Gareth Davey to organise this on behalf of Cardwell Chamber of Commerce and UFO Festival.
- "Kit" and "Men In Black" – this has been organised by Pam Stone
- Making of aliens from wire – Donna-Jay, Pat and Jenny have volunteered to make these.

Meeting closed: 11.50am

Next Meeting: 8 April

Venue: Cardwell Library Meeting Room