

Bi-annual fall 23

Planning document.

Meeting 23/09/2023

Andrea, Peter, Johnson, Lucie

Voting structure For/Against/Abstain

Location:

27th October

Oticon : request, no confirmed yet → call CAS next week

Doors open at 7 pm (19.00)

We have the room all day!???

Pick up key from reception in 101 before 16 on the day. [Andrea]

Will be cleaned between 12-16 on the day to accommodate dancing shoes.

Vacuum cleaner at our disposal.

Entrance fee:

- Members: 30 dkk
- Non members: 50 dkk

→ should we increase it a bit? Members increasing it a bit, and increase it more for the non members (might help with the people from Shuset coming just for the free drinks)

new prices for this time: members: 40dkk // non members 80 dkk [4/0/0]

Sponsoring ? IDA and PF ? → Peter will be reaching out by email

Intro speech: → we keep that

- The problem we had last year about liquid waste
- Special prize for Soda/beer labeling
- Information about PANT bags for empty can
- Special prize for Best Costume
- Insist all the member to ask and try out other dances

Workshop:

Annika (something similar to the Grease workshop) []

20.00-20.45

last time we had couple dance, the time before we had choreo, so we can decide to alternate, we'll go back to couple dance next bi-annual

Approximately 40 min no more than 1 hour

Pay: 600 dkk

- possibility for a show (Bachata) - yes if possible Andrea will go further with this.

Animations:

Ask teachers or let them know the option is there during the evening? [Andrea]

(line dance for another workshop)

Music:

Dominik will be DJ

Ask teachers for song lists the students know [Andrea]

And work with Dominik about playlist

Pay: 750dkk [4/0/0]

Wishes:

Shorter salsa songs so it feels like more.

1 of each song at a time, since there's a lot of different dances now

Salsa, Bachata, Swing, Std./Latin, Hip Hop and Contemporary.

Technicalities:

Soundsystem ?? Do we need help? → ask for the lights?

MobilePay box for event [Peter]

Print lists of members [Lucy & John] a few hours before

Print mobile pay number & entrance fee [Lucy & John] template from last time + updated QR code

Print information that photos are taken during the event and might be used for promotion of the club and posted on social media (add on the FB event as well, make announcement during the event) [] → same document as the entrance fee

Fire plan + online forms to fill out on the day [Andrea]

Shopping:

Bracelets [Andrea]

i. *Reduced list:*

1. *Outer space*
2. *Color: Top to bottom in the same color*
3. *Around the world / Nationalities*
4. *Pyjamas party*

Decorations [Andrea] : theme chosen by the 5th of October (from the FB poll instgram story to refer to the FB poll)

● **Light/LED chains : ask if we can borrow them again, + buy our own**

● → look into the possibilities of buying price, length, colour [Peter] → not taken out of this bi-annual budget, but out of our global budget

●

●

● Balloons and Photoshoot corner

Snacks [Peter+]

- Saltstænger
- Chips
- Ready made popcorn
- Just the cheapest

Prizes [Peter+]

● Chocolate/Halloween candy (2 (costume) + 1 (Can decoration))

Drinks [Peter+]

- Soda
- Beer
- Cider

General Supplies: [Johnson]

- Permanent Markers #6
- Bags for PANT (buy more)
- Tapes

Cleaning supplies:

- Bucket * 2 [Andrea]
- Kitchen towels [Johnson] → we have kitchen towels,
- Wipes → buy more
- Dishwasher soap

When:

Pictures:

Bardi (our photographer)

Pay: 1500 dkk

Promotion:

Facebook, Instagram []

Use pictures from last Bi-annual?

where are they located? elpida?

Email to all members [] 5th of October

Share in class facebook groups as well as whatsapp groups

Tell teachers to tell the members

Suggest people to bring an item to recognize their drink, with a small prize for most original / creative or effective idea.

Costume prizes:

Chocolate

1st and 2nd

Or best guy and girl?

Total price : 200dkk

Helpers:

Decorating/setting up [8-10 including us (6)] start earlier 16/4pm

Collect/bring drinks and snacks [4]

Sit in entrance [6-8]

Bar [2]

Tidying/ cleaning [8]

- Wiping/cleaning tables and folding and putting by the entrance.
- Cleaning bar area completely!
- Take down all decorations.

- Take out all our trash.

order the pizzas earlier, meet earlier because Oticon is really large

Budget:

6500 kr. In total we are willing to use. [4/0/0]

Ask IDA and PF for small sponsorship [Peter]

6th of October

Decoration discussion
Annika theme workshop
Facebook event
Look for helpers

no car 15-22 of October

before; CAS
Check sales prices

playlists

show
animations
photographer

FROM FALL 22 PLANNING

Biannual

1. *Glassalen, November 11th at 19:00.*
 1. *We have the room from 16:00*
 1. *We will book cleaning of the toilets (and make sure they are open) - Edith*
 1. *Pick up the key in reception before 15:30*
 1. *Price: 30kr for members, 50kr for non-members*
1. *Workshop: Annika (Contemporary teacher) 500kr*
 1. *Maybe std/latin animation: no*
 1. *Salsa/bachata animations (ask the teachers if they are joining) - Kaja, Andrea*
1. *Playlist*
 1. *Ask teachers for music suggestions for biannual - Andrea*
 1. *Put in the song from the workshop so we can dance again*
1. *Technicalities*
 1. *Setup microphone*
 1. *Connect speakers to laptop with cable jack stick*
 1. *Create mobilepay box for the event - Edith*
 1. *Print list of members - Edith*
1. *Shopping*
 1. *Beer: 5 x pilsner, 10 x classic (minus what is in the storage room)*
 1. *Soda: 4 x faxe, 3 x pepsi, 4 x coca cola, 3 x fanta*
 1. *Snacks: 1000kr chips etc. (trashbags, prizes)*
 1. *Decorations: balloons, ribbons, festives 500kr*
 1. *Responsible: Andrea*
1. *Pictures*
 1. *We will try increasing the pay and see if we get any response - Andrea*
 1. *Reach out to Oktay from DTU sport and ask if he would be interested - Edith*
1. *Promotion*
 1. *Post and stories after the workshop - Esther*
 1. *About the prizes too*
 2. *About helping setup 2 hours before the party.*
 1. *Make posts when we prepare the party (shopping) - post on the event*
 1. *Send email to all the members - Edith*
 1. *Share in class whatsapp etc.*
1. *Costume prizes 1st and 2nd place*
 1. *Chocolate (200kr in total)*
1. *Helpers*
 1. *Facebook group for helpers (~10 people) - Andrea*
 1. *Setting up: Andrea is bringing 4 people and we will ask people at the workshop if anyone wants to help*
 1. *Door check-in*
 1. *We will do that ourselves*
1. *Budget*
 1. *Moneybox: count before biannual - Kaja and Edith*
 1. *Moneybox for door: 1000kr*
 1. *At 'Kaja's' box there is 1950kr after the last biannual*
 1. *We will spend up to 5000kr on the biannual [6,0,0]*