

Lunik Coordinator Meeting (60 minutes)

Friday, October 16th 2015

1. Harvest Dinner (30 minutes)

- Signage and advertising (Francette)

- **Budget**

\$450 - approximately \$15 per dish

Prices

Entrance - \$5 or pwyc

Drinks - \$5

- Menu planning – who's bringing what?

All dishes must list every ingredients!

Everything is going to be labelled, make sure nuts/meat is separated

- FreshCity order – what are we ordering?

-Suran orders: Cheese, Hummus, squash, Suran gets pita

-Elaine: Pita/Corn from grocery store

-Jaijot: Will take squash and bake it and bring it back

-BBQ set up

- Who's bartending?

-Autumn riesling specialty wine and pumpkin ale

- Layout – table organization

-Big tables are buffet, tables assembled together and the chairs

- What do we need to bring? – hot plates? Juicer? Blender? Etc.

-red linen table cloths, tea lights, orange flowers, fall deco, leaves

-Jaijot: placards for notes

-Indie playlist

- ○ Has anyone approached you asking for a ticket?

-Guest list: Jaijot checked people off, pay at the door

-Send an e-mail, reserve

-Maybe board games after dinner

2. Incident Reports (15 minutes)

- Report form (Tia)
- Follow up with Pro tem
- Refine cleaning policy

- Be very clear about clean-up with groups

Report

- encourage the 48 hours (mostly applicable to coordinators)
- could slip it into the OSA
- anonymous form on the website

3. Anti-Oppression Campaign (15 minutes)

- Who are we collaborating with?
- Which events are we spearheading?

Monday tabling

- plexi-glass/plastic poster holder

Shopping list

- FORKS!, Black stamp ink,