

# Grad Committee Meeting Minutes- December 4th, 2017

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*Next meeting planned for Wednesday January 10<sup>th</sup>, 2018 @ 6:30pm*

## **Grad Year book:**

-Email will be sent out shortly for all parents to begin uploading baby pictures and group pics of their grads for placement in the year book.

-Email to submit your photos is [gradyearbooksas@gmail.com](mailto:gradyearbooksas@gmail.com)

-Rental of cap and gowns for Grad photos will be done in January, and pictures will be available for purchase at Grad on June 21<sup>st</sup>.

*Comedy Night Gala Fundraiser - January 26<sup>th</sup> 2018 doors open 7pm*

## **Event details:**

-Our headliner (Sebastien Bourgault-more than 2000 performances at Just for Laughs, The Comedy Store, Hollywood Improv and Gotham Comedy Club in NYC), one main act (TBC) and an MC (Kevin Gasior- twice voted one of Montreal's top 10 comedians for Just for Laughs )

-Black and White theme to the evening (décor and attire)

-Doors open at 7pm, show starts at 8pm, no reserved seating.

Wine Raffle and Cash bar will be available on site (bring your cash!)

## **Tickets:**

-Designed by Nancy Overbury. Ticket info & design will be finalized with the input provided by the parents who attended the meeting.

-Printing of the tickets will be taken care of by Buffy Cummings. (Will be sent out this week)

- Price of the Gala ticket is 30\$ which includes the show and a dinatoire

- CASH BAR will be available on site (wine, beer, and soft drinks)

-230 tickets will be sold (maximum gym capacity)

-There will not be a program printed

-Lori will coordinate the tickets. She will prepare a form that will be sent home to parents to order their tickets. Brenda will keep track of ticket sales.

-Grade six will have the first opportunity to buy them, and then we will cascade to other grades and the community if needed.

### **Sponsors and Donations**

- We are looking for sponsors for the Comedy Gala; any parent who has a contact-please email Lori ([parkerbarrettfamily@gmail.com](mailto:parkerbarrettfamily@gmail.com)) or Kevin ([kevin@skipros.ca](mailto:kevin@skipros.ca))
- We are also accepting donations of hockey tickets, gift certificates, etc....that we will use for the Raffle or even a Silent Auction—please reach out to your contacts and let us know if you can help with this.

### **Food:**

-Brenda will take care of organizing and creating the Dinatoire platters for the event

-Plan is to have approx.. 3 platters per table (some tables seat 4 some tables seat 8)

-Platter will be on the table when guests arrive

-Approximately 75 platters will be prepared with “finger foods”

- Pina will contact Trattoria off of Ste-Marie to see if they will do some food sponsoring

- Estimated cost for food is between \$750 to 1000\$

-Liquor permit has been requested. Cost was 88\$. Joleen to advise Brenda & Lori when permit has been received.

### **Decor:**

-Black and white theme

-Tablecloths are available to us by L’Espace Beaconsfield

-Vases on each table with swell beads and tea lights

-Small white lights on tables to add ambiance

-Lara has volunteered to take charge of decor

### **Wine Raffle:**

-12 bottle donations received; parents can continue to send in their wine contribution to the school office—(please DO NOT send wine with your children).

-Brenda will organize a date in January where she will be available at the school to further collect from parents during drop off & pick up time. Date TBC.

**Volunteers:**

- Lori will organize SignUp.com (check your email in January)

- Pina will assist with seating the night of the event

-Raffle ticket seller needed

-Set up as of 2:30pm on Friday Jan 26<sup>th</sup> and Clean Up crews after 10pm will be needed

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