



Hollyfest 2019 Meeting Minutes - 29th January 2019 - 7.00pm – A1

Those present – Tom Maltby, Gayna Brice, Becky Sharples, Philomena Groome, Andi Ross, Andy Langford, Matt Matheou, Marina Craig, Irene Crombie and Nanah Lim.

Matt Matheou is a Yr 7 parent with experience in the music industry, in production, stages, sound and bands.

Gayna hosted the evening with Tom and used a Powerpoint to introduce and discuss what is going to be involved in Hollyfest 2019, which is on Sat 6th July.

There was then a chance for general discussion and Tom suggested some ideas – picnic hampers for people to pre-order, link the fireworks to music.

Gayna said that we'll need about 100 on the day as volunteers to help on the rota.

We all agreed that it would be great to get as many students involved as possible – we could get some stalls on a list and send them out so that the students can sign up for them and help.

“Stand alone” jobs – identify those jobs and send them out to ask for volunteer/s to take on a “stand alone” task, to organise and run it themselves on the day e.g. café.

TO DO: We need to send out a Parentmail giving people an idea of Hollyfest 2019 and what help we are looking for.

The new year 7 parents are keen to get involved.

Pre-sale raffle – we need a licence to do this – this could be a “stand alone job”.

Hopefully there are going to be dance sessions/displays in the sports hall or the main hall. There is going to be an art exhibition in the old canteen.

Matt asked if there's a digital way of sending the map of the site to everyone, like an app you scan on your phone, that can be circulated before the day. **TO DO: Matt Winpenny needs to be asked about this.**

Ticketing – can we do an e-ticket instead and then on the door give people a wrist band? **TO DO: Need to look into this too and get someone to set up online ticketing.**

Volunteers – Andi Ross agreed to look at the licencing for the raffle and get the TENS as well.

Mr Bonehill – he did security last time – would he do it again? **TO DO: we need to ask him.**



TO DO: Matt Matheou said he'll look into staging, sound system and liaise with Graham Griffiths on this.

TO DO: Need to get donation/sponsorship letters ready for local businesses – for the raffle etc. Then we'll need to follow these up and collect prizes. Marina Craig, Yr 7 parent, said she's happy to do this and liaise with Philomena.

Target new Yr 7 parents to take on "stand-alone jobs".

Estate Agents boards – Hawes & Co sponsored these last time.

In the Parentmail (Becky will do) we can ask for sponsorship and any businesses that can help to come forward. We could ask them to consider if their business can do "Matchfunding". The aim is to raise money for the music department – IT equipment.

Nanah is happy to help with fundraising as well and the promotion. Nanah and Philomena will liaise. The banner needs to go up asap too. Philomena will arrange this.

TO DO: We need to tweak the letters we already have form last time before we send them out any requests for Hollyfest 2019.

TO DO: Tom will ask at school if we could do bag-packing with the Hollyfield singers and then they could hand out leaflets etc.

TO DO: Need to get Radio Jackie involved. Maybe they could broadcast from Hollyfest? Could we use their stage?

TO DO: Contact Beggars Banquet as well and use the local community pages to advertise too.

TO DO: We need to find a social media manager, we need a parent who can do that. Tom will ask Matt Winpenny.

TO DO: Philomena will ask FastSigns if he'll sponsor our Hollyfest banner and the promotional stuff e.g. leaflets, programme etc. Philomena is happy to go with someone else and speak with them.

TO DO: we need to get the letters ready first and the artwork on the programme.

We agreed that timings could be as last time, doors open 4pm, finishes with Fireworks at 10pm.

TO DO: Letters need to go out to the local neighbours along with an offer of a free ticket.



THE HOLLYFIELD SCHOOL PTA

TO DO: Need to create flyers. Need to invite local primary schools.

Becky Sharples
Secretary, The Hollyfield PTA