REPORT TO EVENTS COMMITTEE

HALLOWEEN

Report Reference	**Events-24-22**
Meeting Date	**17th October 2024**
Agenda Item	**60**
Prepared by	**Town Clerk**

To consider,

1) **Background**

As per minute reference E24/61 the Council **RESOLVED** that the Event would take place on Tuesday 29th of October at the Edward Dunn Memorial Hall.

2) **Budget**

There is a £500.00 budget for the event.

3) **Timings**

The event will take place between 4 pm and 6 pm at the Edward Dunn Memorial Hall.

4) **Pumpkins**

As per minute reference E24/46 the Council **NOTED** that after contacting local supermarkets, 100 pumpkins are required for the event.

Pumpkins will be purchased at 8 am on Monday 21st of October.

Tea lights need to be purchased for the event.

5) **Party Games**

To consider volunteers and party games for the event. What will be required to run the games and who will manage the games?

a) Guess What's The Box
b) Lucky Dip
c) Spin The Wheel
d) Roll A Penny

6) **Beverages**

Consider volunteers to sell beverages (50p a cup minute reference E24/46).

7) Prizes

To consider purchasing prizes for the event. Age categories are split into 0–5-year-olds, 6-10-year-olds and 11 and over.

8) Window Dressing

Letters have been delivered to all local businesses. The prize will be a bottle of Prosecco. Consider who is judging the event.