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|-------------------------|------------------------------------------|
| <b>Meeting</b>          | Community Development Committee          |
| <b>Date</b>             | 4 <sup>th</sup> June 2024                |
| <b>Report Title</b>     | Swing Vintage Tea Dance Post Event Audit |
| <b>Agenda Reference</b> | Agenda 7                                 |
| <b>Author</b>           | Jo Newman, Memory Café Co-Ordinator      |

### Officer's Recommendations:

1. To note the report.

### Background

Last year the Memory Café Co-Ordinator organised a Vintage Swing Tea Dance for the Memory Café attendees and the over 60's within the parish. The event was a lovely way to integrate people living with Dementia and their companions with the wider community. Last year's event was so successful it was decided to do another larger event this year.

### Figures

Number attended: 60 @ £12.00 each

Ticket Sales: 59 (1 free for a resident who makes a lot of our event props)

Cost income over expenditure:

Income cost £600.00 (£10.00 without VAT)

**Net expenditure £323.14 allocated from the £1,000 event budget.**

### Total Expenditure

|               | Budget  | Total Budget Balance | Actual Spend To Date |
|---------------|---------|----------------------|----------------------|
| GLL           | £335.00 | £819.00              | 0                    |
| Buffet food   | £279.00 | £540.00              | 282.72               |
| Crockery Hire | £190.00 | £350.00              | 190                  |
| Backdrop      | £9.98   | £340.02              | 0                    |
| Instructor    | £100.00 | £240.02              | 100                  |
| Entertainer   | £230.00 | £10.02               | 250                  |
| Centrepiece   | £9.99   | £0.03                | 30.79                |
| Accessories   |         | £0.03                | 72.63                |
|               |         |                      | 926.14               |

### Testimonials / Photos



"Thank you to all those who organised this fantastic event, I had a lovely time, great singer, music, and food was 5 star "



“Great fun, lovely food & plenty of it, some very nice touches like the china etc, singer fantastic very good mix of music. Do it again please . “

“Wonderful afternoon lovely entertainment very well organised lovely atmosphere, well done everyone involved”

### Post Event Learning Points

Here are the learning points to consider for events in the future:

- **Advertisement of the Event:** The event was advertised on the notice boards, social media, handed out to attendees of other initiatives, such as the Haydon Wick Haven and on the Community Bus. The event was advertised 12 weeks before the event regularly and this seemed to be a good amount of time, so people could plan their diaries.
- **Entertainment:** The entertainment was fantastic and set the tone perfectly. Marvin Manouke is famous on the Swing scene and has appeared on Britain's Got Talent, we were very lucky to book Marvin and he kindly gave us £100 discount due to the nature of the afternoon. Erica, from Swing out Swindon hosted the dancing lessons and got everyone up and joining in.
- **What Went Well:** Having the live music was a topic of so much positive feedback, the volunteers were very attentive and added to relaxed and friendly atmosphere, the tables were well decorated and the cream tea was delicious, putting up a balloon arch gave that finishing touch to the stage along with the homemade bunting.
- **How To Improve:** Make sure if using a balloon arch fill the stands with sand instead of water adding more weight. Maybe incorporate battenburg or cherry bakewell style cakes and a bit less cream. Make sure POST is well organised and not waiting on each other, and having to use the mini bus and carrying things over by hand, this delayed the start time of the event build which has an effect on the briefing, setting up of the food and the volunteers task setting. It also had a detrimental effect on the after event and clearing away etc. Also there was another booking straight after ours so time was very tight. Make sure Councillor lanyards are at the event. People were arriving too early and causing a build-up in the GLL foyer, maybe a reminder when purchasing the tickets 5 mins is plenty of time or setting up an area with a photo booth to take pictures on arrival.
- **Venue:** The event was held in the GLL hall, half of this was a nice size to seat 60 attendees, for future events the Memory Café Co-Ordinator will be looking at other venues with a working kitchen near to the dancing area, also where booking times are secured better to avoid any delays in setting up.
- **Set up:** More time required for set -up, POST team better with organising their time with having the van also loading and unloading this had a knock-on effect with the whole set up of the event.

### Summary

The event was fantastic and enjoyable the music was wonderful, the food was lovely and plentiful, the volunteers were supportive and went the extra mile as always to support the Memory Café Co-Ordinator, feedback was so positive, such a rewarding event.