SUS First Week Committee Meeting
July 27, 2017 | 5-6pm | Abdul Ladha Rm#104

I. Attendance

Present:
  o Grace
  o Brian
  o Gloria
  o Joon
  o Termeh
  o Regina
  o Clara
  o Kipling
  o Angel
  o Miguel

Regrets:
  • Simran

Next Week’s Icebreakers: Brian

DAY BY DAY SCHEDULE

1. Tues, September 5 (Imagine Day)

<table>
<thead>
<tr>
<th>Time</th>
<th>What we need to do (ex. Someone needs to supervise the popcorn machine etc.)</th>
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</thead>
<tbody>
<tr>
<td>10:20 am</td>
<td>Debriefing all volunteers + assign roles</td>
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<tr>
<td>10:30 am</td>
<td>Booth setup (tables from the truck, trash cans setup for lunch), Popcorn machine set up by the stage in front of bookstore (need to be supervised by 3 ppl with Foodsafe), Ladha Front Porch booth setup (2 committees per table, free merch table w/ freezies handout)</td>
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<td></td>
<td>Brian will be stationed near Ladha most of the time, checking in periodically at the stage and plaza to see if everything is going good (as the Ladha Open House is more of our focus rather than the Science Fair).</td>
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<tr>
<td>Time</td>
<td>Details</td>
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<tr>
<td>11:15 am</td>
<td>First half of First Years approach the plaza for lunch, have some volunteers at the plaza promote our stand outside Ladha (with signs perhaps), have 2 extra volunteers to be labrat/coordinator (if enough 1 do rounds around the plaza that check up on them and can be approached to reach me if anything is needed), have ~5 volunteers at the Front porch to help with merchandise, freezies, promotion etc.</td>
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<tr>
<td>12:30 pm</td>
<td>Second half of First Years approach, same procedure as above</td>
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<td>2:00 pm</td>
<td>Most clubs would leave around this time as there is not much traffic afterwards, prepare all volunteers to help with cleanup (move tables up to fountain, move cotton candy machine back, trash pickup, Front porch cleanup) Have clubs responsible for cleanup of their own table space</td>
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<tr>
<td>3:30 pm</td>
<td>Prep rally ends now but Hansel said we may not expect too much ppl; clubs last year chose not to wait because it got boring and left early anyways Everything should be cleaned up by now, volunteers may leave</td>
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2. Wed, September 6 (Carnival)
   a. 6 games from partyworks - do they set up the games?
   b. Rec booth - come whenever they set up
   c. Cotton Candy (Popcorn guy) and Nachos (partybazaar)
   d. Set up: 10am - cotton candy and nachos
   e. Clean up: 3-4pm
   f. Labrat can go around and get ppl to come in (not priority)
   g. Sale booth out on front porch
   h. Mural up
   i. Prize booth

3. Thurs, September 7
   a. Grounds for Coffee, Kernels, Panago
   b. Mezz: food eating contest (second floor)
      i. Sour keys
ii. Marshmallows
   c. Sales on front porch
   d. Set up: 10am
   e. Clean up: 3pm
4. Fri, September 8 (19+)
   a. 1-4pm
   b. 1 keg and maybe SUS cocktail
   c. Contact BC Liquor about taps
   d. Security: AMS
   e. Food: Panago (how many pizzas?)
   f. 2nd floor: loungey type place, serve beer & cocktails in kitchen ($2 each)
      i. Decor: Lights, light up signs
   g. Mezz floor: water pong, cards
   h. Volunteers to collect cash: right by the stairs, give out drink tickets
   i. Take down Mural during clean up at 3:30pm
5. Scavenger Hunt: Online & all three days
   a. 1 clue per day (9AM)
   b. Facebook. Comment your selfie with the post
   c. Prize System: Giftcard
6. Sponsorship Allocations
   a. Menchies coupons, Cheesecake etc - foodfest
   b. Exit, Tobiko Sushi - Carnival
7. Gift Card Ideas - UBC food service, Starbucks, McDonalds ($10 each)
8. HR
   a. Hiring till Monday
   b. T-shirts for Volunteers (more smalls and mediums then larges)
   c. Handbook - description of positions (TBA)
9. Action Items
   a. Kiehls - Sponsor follow up on when they will be coming
   b. Share Hiring Page (after July 31)
   c. Contact BC Liquor about taps