Events:
- **Day 1:**
  - **3:30**
    - Committee meet in great hall
    - Haiger, Mel end class at 5
    - Julia, Sean end class at 4
  - **4:00**
    - RXN leaders get their signs and set up
      - Group names will be periodic table elements
    - Activity leaders set up 6 tables
      - We’re only opening one of the entrances to the great hall
      - 3 activity leaders for t-shirt tables (x2)
      - 2 activity leaders for sign-in (x2)
  - **4:30-5:30**
    - First years check in
    - Logistics, sponsorship & marketing prepare food
      - Set up 6 tables in hebb lobby
        - 2 for pizza
        - 2 for drinks
        - 2 for cookies
      - Pizzas to order: need 93 pizzas
        - Pepperoni x 20
        - Cheese x 20
        - Hawaiian x 20
        - Pesto chicken x 20
        - Veggie x 13
    - Events action item:
      - Check hebb to find better place to do distribution
    - RXN leaders lead icebreakers as students arrive
      - Icebreakers need to be incorporated into internal training
  - **5:30**
    - Logistics, sponsorship, marketing go back to great hall
    - Activity leaders take over food
    - MC start introduction by SUS execs and committee, and sponsors
      - HR & events action item:
        - MC speech by next week
  - **5:40**
    - Logistics, sponsorship, marketing, activity leaders receive pizza delivery
    - MC outlining RXN & explain do it for the gram challenge
  - **6:15-7:15**
    - Do it for the gram challenge
      - Every group has list of places
      - Each place will be worth same amount of points
- Every group has instagram account
- Post photos at each place on instagram & every post worth certain amount of points
  - Events action item:
    - Make list of places for the do it for the gram challenge
    - Walk & check how many places it is feasible to hit in 1 hr
  - 7:35
    - Food!
  - 7:50
    - Outline day 2, closing
  - 8:00
    - Dismissed

Bus loading schedule
- 6:45
  - Activity leaders and execs
- 7:00
  - Groups 1-6
    - Arrive at 7:30
- 7:15 - 7:30
  - Groups 7-24
    - Arrive at 8:00
- 7:45
  - Groups 25-31
    - Arrive at 8:15
- 8:15
  - Groups 32-36
    - Arrive at 8:45
- 8:30 - 9:30 boarding boat
- While waiting, play icebreakers, chill, interact
  - HR action items:
    - Introduce ice breakers at internal training
    - Make RXN leaders for groups 1-6 the most outstanding ones

Marketing:
- Action items:
  - Make posts for facebook, make facebook event page & discuss with miguel about when to put up page
  - Put up facebook page by this weekend
  - Let jocelyn and gursh know & post in RXN group before letting event page go live

Human Resources:
- Will cover itinerary, ice breakers and leadership training during volunteer training
- Events committee will teach the activity leaders how to setup and play the games
- Avery, Gursh, Hikari and maybe Mario will be charged with training the activity leaders about the games and any questions during the internal training day Aug. 26
- Internal training will be Aug. 26 from 10am to 2pm in Sauder possibly
- Action items:
  - Contact St. John’s for first aid on day two