SUS First Year Committee Meeting
Feb 01 2018 | 6:00-7:00PM | BUCH B219

I. Attendance

Present: Skye, Jordyn, Kaitlin, Kaileigh, Andrew, Vienna, Martin, Ryan, Anthony, Amir, Brooke, Sarah Li, Sarah Jiang, Matt, Monica, Jin, Will, Vanessa, Suzanne, Rachel, Matt

Regrets: Nina, Alex, Rachel, Shabnam, Harveen, Jackie, Stephanie, Vandy, Barry, Jennifer, Jerry

II. Marketing
- Ryan is not allowed to post the promotional video (due to issues with font and logo)
- Post advertising “90% sold out” will be posted tonight
  - ACTION: Share this post tonight and hype the last few ticket sales
- Vanessa, Ryan, and Kaitlin are still selling tickets in person
- Snapchat filter will be accessible from 7pm Friday until 1am Saturday
- Boothing was less effective than expected (primarily due to weather)
- ACTION: Upload your budgets to the event spreadsheet ASAP
- Potentially post on event page regarding bringing both your ticket and UBC card

III. Decorations
- If you’re free tomorrow, come to Ladha to help with decorations
  - Let Skye know if you’re coming so she can delegate tasks as necessary
  - Decorations subcommittee is meeting at 2pm

IV. Entertainment
- Mezzanine: games (fish pong) & lounge area
- DJ arriving at 7:15pm
  - ACTION: Four people needed to move equipment from AMS Nest to ALSSC
- Food and drinks downstairs; set up on table in front of bar
  - ACTION: If the tables are getting rowdy, help facilitate distribution of food/drinks
  - Organize people & pour drinks as needed
  - Sushi will be served as needed; keep extra in fridge or safe location downstairs

V. Sponsorship
- As attendees enter, they will receive a ticket
- The other ticket will go into a bowl
- Raffle prize will be drawn near the end of the night
VI. Logistics
- Entrance through main door; side door will be blocked or monitored so nobody can sneak in
- Coat check
  - Located downstairs in quiet study area;
  - During high traffic periods, 2 people labelling & taking coats, 3 runners
  - No hangers → fold coats nicely and store out of sight as much as possible
  - Checked items will be numbered; write their item number on their hand/wrist
  - ACTION: Sign up for new coat check slots
    - A bucket will be placed next to the coat check table for wet umbrellas etc.
- No re-entry will be allowed, doors closed at 9pm
- Use councillor’s office or meeting room for committee belongings and stuff for event

VII. Setup/teardown
- If you are available, come to ALSSC in accordance with the schedule below for setup & teardown
- Setup begins at 5pm, and teardown will begin as soon as attendees depart

VIII. Schedule
- Please check the Facebook group for a cleaner version of the schedule
- 10am-5pm: show up and help with decorations
  - 2pm: decorations subcommittee meeting
- 5pm: all hands on deck for event setup
  - 5:30pm: aim to have coat check done
  - Aim to have all setup completed by 6:30pm
- 6:30-7:30pm: break
  - Get ready, eat dinner, do what you need to before the event
  - Martin + Sarah J: pick up sushi at 6:45pm
  - Entertainment: DJ arriving @ 7:15pm
- 8:00pm: doors open
  - 5 people on coat check until 9pm
  - Stephanie + Anthony scanning tickets
- 9:00pm: doors close
  - 2 people on coat check until 11pm
- 11pm-12am: revert to 5 people on coat check in anticipation of event end
- 12am-2am: ALSSC booked for cleanup

IX. Closing remarks
- Look nice tomorrow and be excited!!!
- Be adaptable and stay in the loop with what’s happening throughout the night
  - Periodically check the group chat/Facebook group in case changes happen
- Have fun, but prioritize your responsibility as organizers of the event

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