

# **Year Plan**

Chinese Folk Art Society, HKUSTSU  
Session 2017-2018

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# **1. Introduction**

The Chinese Folk Art Society (CFAS) is a society founded by mainland students from the Hong Kong University of Science and Technology. Its objectives are to engage in activities that promote traditional Chinese culture and to provide regular benefits to its members. Throughout the past decade, the CFAS has managed to have a prominent influence on the students of HKUST by successfully conducting numerous activities.

## **2. Mission**

### **2.1. Overall Mission Statement**

The mission of the Chinese Folk Art Society and its executive committee is to provide as profound as possible an experience and benefits to its members. The focus of the 13<sup>th</sup> Executive Committee's service is "**perseverance**." The executive committee will strive to continuously improve its service to its members and provide them with a profound and passionate experience as much as possible. It will also maintain with all its effort the society's prominent position and its established ties with the Student Union and other student societies.

### **2.2. For Mainland Students**

Taking into account the fact that mainland students, especially mainland freshman who have just arrived at Hong Kong, have a stronger tendency to feel a sense of belonging when encountering the concept of traditional Chinese culture, the Chinese Folk Art Society will also serve as a platform to assist mainland freshman in adapting to life in university and a reminder of home for those who have been attending HKUST for longer periods of time.

### **2.3. For Local Students**

It is also in the interest of the CFAS to promote traditional Chinese culture and folk art to local students. Because of the fact that cultural differences exist between local and mainland students, the CFAS will strive to accommodate and overcome these differences to make regular functions and activities appealing to local students as well.

#### **2.4. For International Students**

International students have always been vivacious and passionate participants in the activities of the CFAS over the past decade. It is, therefore, the 13<sup>th</sup> Executive Committee's obligation to continue to encourage the participation of international students in regular activities by ensuring that all functions will be bilingual.

### **3. Executive Committee**

#### **3.1. Responsibility**

It is the obligation of the 13<sup>th</sup> Executive Committee to act in the best interests of the Chinese Folk Art Society and its members. Every member of the executive committee shall devote his or her utmost effort to the well-being of the society and its members.

### 3.2. Positions

The 13<sup>th</sup> Executive Committee of Chinese Folk Art Society consists of thirteen students who were admitted to HKUST in fall, 2016.

Position	Name
President	PAN Linfei 潘林菲
Internal Vice-President	TAO Shiyuan 陶世源
External Vice-President	ZHUANG Xiaoyan 莊曉彥
Internal Secretary	ZHANG Yi 張藝
External Secretary	ZHANG Shiyu 張世鈺
Financial Secretary	FAN Yuwen 範鈺雯
Marketing Secretary	CHANG Jiacheng 常家誠
General Secretary	LU Xiuyuan 路修遠 ZHUANG Qinru 莊沁茹
Promotion Secretary	CHEN Zhuojian 陳卓見 JIANG Bohan 蔣博涵
IT Secretary	DU Yinwei 杜寅瑋
Public Relation Secretary	CHEN Yi 陳藝

## **4. Promotion and Communication**

### **4.1. Promotion**

Promotion is a vital component of the society, for it is the only means to inform its members of the upcoming activities. It is also the only way for the Chinese Folk Art Society to recruit new members.

**The methods of promotion include the following:**

#### **4.1.1. Counter**

For activities that require registration, a counter with the CFAS logo will be erected for that purpose.

#### **4.1.2. Posters, Leaflets, Easy-Stands and Banners**

The promotion secretaries are in charge of designing posters, leaflets, easy-stands and banners. The said materials should contain information of the event being promoted. The General Secretary will be responsible for printing them.

#### **4.1.3. Videos**

The Promotion Secretary and IT Secretary are in charge of the filming and making of videos. The videos are for the purpose of promotion on the E-board, Facebook, WeChat, or other online platforms.

## **4.2. Communication with Members**

Effective communication with its members is crucial for the evaluation and self-reflection of the executive committee. The means of communication include the following:

### **4.2.1. Email**

All emails sent from the official email address of the CFAS are to be written by the Internal Secretary, proofread and approved of by all other members of the executive committee. The emails will usually serve as reminders for upcoming events.

### **4.2.2. WeChat Public Platform**

The Public Relation Secretary will maintain and update the WeChat public platform of the CFAS. The public platform is another means to communicate readily with members aside from email.

### **4.2.3. Facebook**

The Public Relation Secretary will maintain and update Facebook page of the CFAS. The Facebook page will primarily serve as a platform for sharing photographs and information of past activities.

### **4.2.4. The Official Website of the CFAS**

The official website of the CFAS is to be maintained and updated by the IT Secretary. It will contain official documents and summaries of past activities.



## **5. Fund**

The operation of the CFAS this year will rely mostly on its member fee. Partial financial support will be provided by the university and sponsors.

## 6. Activity

Activity		Time	Venue	PIC and VPIC(s)
<b>Inauguration Ceremony</b>		March 28 <sup>th</sup> 19:40-22:00	LTD	<b>PAN Linfei</b> TAO Shiyuan ZHUANG Xiaoyan
<b>The Museum of Fragrance</b>		May 4 <sup>th</sup> 19:00-21:30	Common Room 1+2+3	<b>CHEN Yi</b> LU Xiuyuan ZHANG Yi
<b>Trip to the Northwest</b>		May 31 <sup>st</sup> -June 7 <sup>th</sup>	Ningxia and Qinghai	<b>FAN Yuwen</b> CHEN Zhuojian DU Yinwei
<b>Mid-Autumn Festival Week</b>	<b>DIY Mooncakes</b>	September 19 <sup>th</sup> 19:00-21:00	Common Room 1+2	<b>ZHUANG Qinru</b> DU Yinwei FAN Yuwen
	<b>Mid-Autumn Lantern Festival</b>	September 21 <sup>st</sup> 19:30-21:50	Common Room 1+2+3	<b>ZHUANG Xiaoyan</b> CHANG Jiacheng ZHANG Shiyu ZHANG Yi
	<b>Tour the Mountain</b>	September 24 <sup>th</sup> 13:00-18:00	The Peak and the Long Fu Shan Country Park	<b>TAO Shiyuan</b> LU Xiuyuan
<b>DIY Lanterns</b>		October 19 <sup>th</sup> 19:00-21:00	Room 2304	<b>TAO Shiyuan</b> CHEN Yi ZHUANG

			Xiaoyan
<b>DIY Woodworking</b>	November 4 <sup>th</sup> 14:30-18:00	Common Room 1+2	<b>ZHUANG Qinru</b> FAN Yuwen ZHANG Yi
<b>Cooking Competition</b>	November 20 <sup>th</sup> 18:30-21:30	LG 7 Golden Rice Bowl	<b>ZHANG Shiyu</b> DU Yinwei LU Xiuyuan

## **6.1. Inauguration Ceremony 換莊典禮**

### **PIC**

-PAN Linfei

### **VPIC**

-TAO Shiyuan

-ZHUANG Xiaoyan

### **Objectives**

-To introduce the 13<sup>th</sup> cabinet of the Chinese Folk Art Society to the guests and executive committee members from other societies and to show our spirit.

-To hand over the executive committee solemnly.

-To enlarge the influence of the Chinese Folk Art Society.

-To strengthen the communication between the executive committee of the Chinese Folk Art Society and other societies and to maintain good relations with them.

### **Date**

-March 28<sup>th</sup> (Tue.)

### **Time**

-19:40-22:00

### **Venue**

-LTD

### **Target Groups**

-Executive committee members of other societies

-Guests

### **Expected Number of Participants**

-Guests (including staff and professors in HKUST): 10

-The 12<sup>th</sup> Executive Committee of the Chinese Folk Art Society: 13

-Executive committee members from other societies: 70

-Helpers: 11

-MCs: 2

## **Notes**

- All participants, including members of the 12<sup>th</sup> and 13<sup>th</sup> executive committee, helpers and MCs, will be required to wear formal suits.
- Two MCs: One in Mandarin and the other in English. (MCs should not be the executive committee members of the Chinese Folk Art Society)
- Food safety should be well taken care of.
- The guests should be of different backgrounds to maximize the influence of the ceremony.

## **Rundown**

-15:00-15:10

- The executive committee will be required to arrive at the venue.

-15:10-19:40

- PAN Linfei and TAO Shiyuan will set up the framework
- ZHANG Yi and CHEN Yi will be responsible for preparing the check-in counters and the nameplates of the executive committee and all the participants.
- DU Yinwei will be responsible for checking all the equipment in the venue (including microphones and PPT).
- FAN Yuwen will paste all the seat numbers on the seats according to the seating plan.
- CHANG Jiacheng and JIANG Bohan will check the drinks for “cocktail session.”
- CHEN Zhuojian will hang the banner and set up the easy-stand.
- The rest of the executive committee will be responsible for preparing packages and souvenirs (with the logo of the Chinese Folk Art Society) and repeating the flow to helpers.

-19:40-20:10

- All participants except guests are expected to arrive successively and check in at the check-in counter and nameplates, and packages will be given out to them. Packages will be given to each individual while souvenirs will be given to a society as a whole.
- All members of the 13<sup>th</sup> Executive Committee will have drinks, give out their name cards and communicate with guests and executive committee members from other societies.
- One executive committee member should be responsible for taking photos with the executive committee members from other societies once they arrive.

-20:10-20:20

- Guests will be allowed to rest behind the front doors.
- MCs will announce that the ceremony is about to start.
- Two helpers will stay at the check-in table, preparing for the latecomers.

-20:20-20:30

- The MCs will announce the beginning of the ceremony and MCs will invite the executive committee members from other societies to stand up in order to welcome the entering of our honorable guests.

-20:30-20:35

-Members of the 13<sup>th</sup> Executive Committee will enter the venue in an elaborate fashion.

-20:35-20:55

-MCs will introduce the guests and the societies that attend the ceremony.

-Some of the guests will give speeches in turn.

-Once the guest finishes the speech, MCs will request the guest to stay behind. Meanwhile, the president of the 13<sup>th</sup> executive committee will give out souvenirs, and a helper will take pictures.

-20:55-21:00

-The President of the 12<sup>th</sup> Executive Committee of the Chinese Folk Art Society will be invited to give a speech. Once the speech is over, PAN Linfei will present him with a souvenir

-21:00-21:15

-MCs will invite all participants to watch a video aimed at introducing the members of the 13<sup>th</sup> executive committee and promoting the upcoming events of the society.

-21:15-21:25

-After playing the video, MCs will introduce members of the 13<sup>th</sup> Executive Committee one by one. When each person is introduced, he or she will step forward and bow to the audience.

-The 13<sup>th</sup> Executive Committee will take an oath, which represents the determination of the cabinet to undertake the responsibility to make the society a better one and serve all the members with the utmost passion.

-Then the president of the 12<sup>th</sup> Executive Committee will pass the society seal to the 13<sup>th</sup> Executive Committee, which represents the handover of the society. Meanwhile, MCs will introduce the symbolic significance of the society seal. A helper will be responsible for taking photos.

-21:25-21:30

-The president of the 13<sup>th</sup> Executive Committee will give a speech.

-21:30-21:40

-PAN Linfei will give out souvenirs to the guests who did not give speeches.

-MCs will announce the end of the ceremony

-MCs will invite all guests and ExcOs from other societies to take photos together.

-Guests and ExcOs from other societies will be invited to enjoy the food outside the lecture theater.

-21:40-22:20

-All participants will enjoy the refreshments.

-Members of the 13<sup>th</sup> Executive Committee will give out their name cards and talk with guests.

-CHANG Jiacheng, ZHANG Shiyu, ZHUANG Xiaoyan and CHEN Yi will bid farewell to

guests.

-22:20-23:00

-All members of the 13th executive committee will clean up the venue. (DU Yinwei will be in charge of the electronic device, and LU Xiuyuan and ZHUANG Qinru will organize members to give back the borrowed facilities.)

-23:00-23:50

-PAN Linfei, ZHUANG Xiaoyan and TAO Shiyuan will organize an evaluation meeting.

### Preparation

Date	Content	PIC(s)
February 20 <sup>th</sup>	Finish the first draft of video	CHEN Zhuojian JIANG Bohan
February 20 <sup>th</sup>	Finish the first draft of emails sent to guests and societies	ZHANG Yi
February 20 <sup>th</sup>	Book the venue	ZHUANG Qinru
February 23 <sup>rd</sup>	Finish the second draft of emails sent to guests and societies	ZHANG Yi
February 23 <sup>rd</sup>	Finish the first draft of name cards	CHEN Zhuojian
February 24 <sup>th</sup>	Finish the first draft of seat card	JIANG Bohan
February 25 <sup>th</sup>	Finish the second draft of seat card	JIANG Bohan
February 26 <sup>th</sup>	Finish the final version of emails sent to guests and societies	ZHANG Yi
February 26 <sup>th</sup>	Finish the final of seat card	JIANG Bohan
February 27 <sup>th</sup>	Finish the second draft of video	CHEN Zhuojian JIANG Bohan
February 28 <sup>th</sup>	Send out the emails to other societies according to the plan	ZHANG Yi
February 28 <sup>th</sup>	Book the venue for rehearsal	ZHUANG Qinru
March 1 <sup>st</sup>	Finish the final version of video	CHEN Zhuojian
March 1 <sup>st</sup>	Finish the first draft of PPT	DU Yinwei

<b>March 1<sup>st</sup></b>	Brainstorm the souvenirs according to the budget	All ExcOs
<b>March 3<sup>rd</sup></b>	Directly contact guests according to the plan	All ExcOs
<b>March 3<sup>rd</sup></b>	Finish the final version of name cards	CHEN Zhuojian
<b>March 3<sup>rd</sup></b>	Finish the first draft of nameplates	JIANG Bohan
<b>March 4<sup>th</sup></b>	Finish the final version of nameplates	JIANG Bohan
<b>March 4<sup>th</sup></b>	Purchase the name cards	LU Xiuyuan
<b>March 4<sup>th</sup></b>	Finish the second version of nameplates	JIANG Bohan
<b>March 5<sup>th</sup></b>	Settle down the name list of helpers and MCs	All ExcOs
<b>March 5<sup>th</sup></b>	Finish the first draft of speech	PAN Linfei
<b>March 5<sup>th</sup></b>	Finish the first draft of MCs' script	TAO Shiyuan
<b>March 5<sup>th</sup></b>	Finish the final version of nameplates	JIANG Bohan
<b>March 6<sup>th</sup></b>	Contact helpers and MCs directly	All ExcOs
<b>March 7<sup>th</sup></b>	Record the video	CHEN Zhuojian
<b>March 9<sup>th</sup></b>	Finish the final version of PPT	DU Yinwei
<b>March 10<sup>th</sup></b>	Order the materials needed	FAN Yuwen
<b>March 10<sup>th</sup></b>	Finish the first draft of the president's speech	PAN Linfei
<b>March 10<sup>th</sup></b>	Invite MCs to edit the first draft of their script	TAO Shiyuan
<b>March 10<sup>th</sup></b>	Finish the final version of the president's speech	PAN Linfei
<b>March 17<sup>th</sup></b>	Have the first rehearsal and evaluation	All ExcOs
<b>March 17<sup>th</sup></b>	Place the order of material in short according to rehearsal	FAN Yuwen
<b>March 18<sup>th</sup></b>	Finish the first draft of brochure	JIANG Bohan



<b>March 18<sup>th</sup></b>	Adapt MCs' scripts and president's speech to rehearsal results	TAO Shiyuan ZHANG Yi
<b>March 20<sup>th</sup></b>	Finish the final version of speech	PAN Linfei
<b>March 20<sup>th</sup></b>	Finish the seat plan	ZHUANG Xiaoyan
<b>March 20<sup>th</sup></b>	Finish the second draft of brochure	JIANG Bohan
<b>March 22<sup>nd</sup></b>	Finish the final version of brochure	JIANG Bohan
<b>March 23<sup>rd</sup></b>	Finish the first edited version of the video	CHEN Zhuojian
<b>March 23<sup>rd</sup></b>	Check that all materials needed for ceremony are complete	LU Xiuyuan
<b>March 24<sup>th</sup></b>	Buy food for cocktail session	CHANG Jiacheng
<b>March 24<sup>th</sup></b>	Have the second rehearsal and evaluation	All ExcOs
<b>March 25<sup>th</sup></b>	Finish the second edited version of the video	CHEN Zhuojian
<b>March 27<sup>th</sup></b>	Finish the final edited version of the video	CHEN Zhuojian
<b>March 27<sup>th</sup></b>	Have the third rehearsal and evaluation	All ExcOs

### Budget

<b>Cash Outflow</b>	
<b>Drinks</b>	200 HKD
<b>Refreshments</b>	1000 HKD
<b>Promotion Materials</b>	1000 HKD
<b>Souvenirs</b>	1000 HKD
<b>Nameplates</b>	500 HKD
<b>Tissue</b>	100 HKD
<b>Tableware</b>	250 HKD

<b>Pottery Cup</b>	100 HKD
<b>Shipping Cost</b>	250 HKD
<b>Corsage</b>	50 HKD
<b>Garbage Bag</b>	20 HKD
<b>Cloth</b>	150 HKD
<b>Balloon</b>	20 HKD
<b>Total Outflow</b>	<u>4640 HKD</u>

<b>Total Cash Flow</b>	<u><u>-4390 HKD</u></u>
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## **6.2. The Museum of Fragrance 香味博物館**

### **PIC**

-CHEN Yi

### **VPIC**

-ZHANG Yi

-LU Xiuyuan

### **Objectives**

- To introduce Chinese fragrance culture and traditional Chinese folk art
- To promote the Chinese Folk Art Society and its executive committee
- To provide a multicultural platform for participants to communicate and make new friends
- To enhance participants' appreciation for art and beauty

### **Date**

-May 4<sup>th</sup> (Thu.)

### **Time**

-19:00-21:30

### **Venue**

-Common Room 1+2+3

### **Target Groups**

- Members of the Chinese Folk Art Society
- Non-members who are interested in the traditional Chinese culture about fragrance

### **Excepted Number of Participants**

- Members: 70
- Non-Members: 20
- Walk-In: 10

### **Registration Fee**

- Members: 30 HKD
- Non-members: 40 HKD
- Walk-in: 50 HKD

## **Content**

### **Promotion**

1. Online platforms (WeChat, Facebook, society home page)
2. Email
3. Counter, leaflets, posters and easy-stand

### **Counters**

1. A video around 8-10 minutes about fragrance culture and short CFAS introduction. No executive committee member needs to be responsible for this counter
2. A traditional fragrance culture corridor in literature and social media will be set on the stage and no executive committee needs to be responsible for this counter
3. Counter 1: Soap DIY
  - Two desks and 10 seats each counter
  - TAO Shiyuan will be responsible for soap DIY
  - 30 minutes a round
4. Counter 2: Perfume sachet DIY
  - Two desks and 10 seats each counter
  - ZHUANG Xiaoyan will be responsible for perfume sachet
  - 30 minutes a round
5. Counter 3: Dry flower DIY
  - Two desks and 10 seats each counter
  - FAN Yuwen will be responsible for this counter
  - 20 minutes a round
6. Counter 4: Chinese herbal medicine
  - one noticeboard and one desk needed
  - PAN Linfei will be responsible for this counter
  - Game: Native Chinese speakers will identify Chinese herbal medicine from descriptions written in Classical Chinese. International students will do so using descriptions written in English.
7. Counter 5: Scented tea
  - one noticeboard and one desk will be needed
  - JIANG Bohan will be responsible for this counter
  - Game: Drink different kinds of scented tea and guess what it is
8. Counter 6: Wood fragrance
  - one noticeboard and one desk will be needed
  - ZHANG Shiyu will be responsible for this counter

9. Refreshment Zone will provide food in the last 30 minutes of the function, three Excocs(CHEN Yi, LU Xiuyuan and ZHANG Yi) will be responsible for this counter. Two desks will be needed.

### **Rules of the function**

Participants can take part in every counter and each counter has a quiz to be completed. If participants can answer all of the questions, they will get a souvenir. At the last 30 minutes of the function, participants can enjoy refreshment and take part in a short contest: The executive committee will prepare 10 questions about the counters. If participants can answer them correctly, they will get a souvenir.

### **Decorations**

Each counter should be covered with tablecloths. Artificial flowers will be used for decoration.

### **Prize**

<b>Prize</b>	<b>Numbers</b>	<b>Details</b>
<b>Soap</b>	70	Participants who take part in the soap DIY counter
<b>Perfume sachet</b>	70	Participants who take part in perfume sachet DIY counter
<b>Masks</b>	70	Participants who joined the whole event
<b>Mi Band</b>	3	Participants who answer all the quizzes first
<b>Badge</b>	60	Participants who answer all quizzes
<b>Nail Scissors</b>	20	Participants who answer questions in contest

### **Rundown**

-16:00-18:00

- Decorate each counter and noticeboard (PIC who are responsible for the counter).
- DU Yinwei will be in charge of checking the electronic devices.
- ZHANG Yi and FAN Yuwen will be in charge of setting up the check-in counter.

-18:00-18:45

- The executive committee will rehearse the games except for the DIY counters.

- The executive committee will check the items of the counters.
- 18:45-19:15
  - ZHANG Yi and FAN Yuwen will be in charge of check-in.
  - DU Yinwei will play the society introduction video.
  - Other ExcOs will interact with the participants.
- 19:15-19:30
  - ZHUANG Qinru and CHANG Jiacheng will briefly introduce Chinese Folk Art Society and the rules of the event.
  - Each counter's PIC will stand by the counters.
  - CHEN Yi and LU Xiuyuan will be in charge of emergencies.
  - DU Yinwei will be in charge of taking photos.
- 19:30-21:00
  - Each counter's PIC will hold the counter.
  - DU Yinwei will take photos.
  - Repeat the video of traditional Chinese fragrance culture and society introduction.
- 21:00-21:30
  - ZHUANG Qinru and CHANG Jiacheng will hold the contest.
  - DU Yinwei: photo session.
- 21:30-22:00
  - Open DIY counters if participants request so.
  - All ExcOs will clean up common rooms.
- 22:00-22:30
  - CHEN Yi will hold an evaluation meeting.

### Preparation

Deadline	Content	PIC(s)
March 4 <sup>th</sup>	Book the event venue	ZHUANG Qinru
March 25 <sup>th</sup>	Design the first decoration draft of the venue	CHEN Yi LU Xiuyuan ZHANG Yi
March 28 <sup>th</sup>	Apply for HLTH1010	ZHANG Shiyu
March 28 <sup>th</sup>	Find Sponsors	CHANG Jiacheng
March 31 <sup>st</sup>	Design the second decoration draft of the venue	CHEN Yi LU Xiuyuan ZHANG Yi

<b>March 31<sup>st</sup></b>	Finish the first decoration draft of poster, leaflet, easy-stand and promotion counter	CHEN Zhuojian JIANG Bohan
<b>March 31<sup>st</sup></b>	Finish the first draft of video and PPT	DU Yinwei
<b>April 3<sup>rd</sup></b>	Design the final decoration draft of venue	CHEN Yi LU Xiuyuan ZHANG Yi
<b>April 4<sup>th</sup></b>	Finish the second draft of video and PPT	DU Yinwei
<b>April 5<sup>th</sup></b>	Finish the second draft of poster, leaflet, easy-stand and counter	CHEN Zhuojian JIANG Bohan
<b>April 5<sup>th</sup></b>	Calculate all materials need to buy	All ExcOs
<b>April 6<sup>th</sup></b>	Buy all needed materials	FAN Yuwen
<b>April 6<sup>th</sup></b>	Finish the first draft of WeChat promotion	CHEN Yi
<b>April 7<sup>th</sup></b>	Finish the first draft of promotion email	ZHANG Yi
<b>April 9<sup>th</sup></b>	Finish the second draft of WeChat promotion	CHEN Yi
<b>April 9<sup>th</sup></b>	Finish the second draft of promotion email	ZHANG Yi
<b>April 10<sup>th</sup></b>	Finish the last draft of post, leaflet, easy-stand and counter	CHEN Zhuojian JIANG Bohan
<b>April 11<sup>th</sup></b>	Finish the last draft of video and PPT	DU Yinwei
<b>April 12<sup>th</sup></b>	Finish the last draft of promotion email	ZHANG Yi
<b>April 13<sup>th</sup></b>	Finish the last draft of WeChat	CHEN Yi

	promotion	
<b>April 18<sup>th</sup></b>	Print leaflets and easy-stand	LU Xiuyuan
<b>April 21<sup>st</sup></b>	Get leaflets and easy-stand	LU Xiuyuan
<b>April 22<sup>nd</sup></b>	First rehearsal	All Excós
<b>April 22<sup>nd</sup></b>	Finish the first draft of promotion timetable	ZHANG Yi
<b>April 23<sup>rd</sup></b>	Finish the last draft of promotion timetable	ZHANG Yi
<b>April 24<sup>th</sup></b>	Send the promotion email	ZHANG Yi
<b>April 24<sup>th</sup></b>	Promote on the WeChat and Facebook	CHEN Yi
<b>April 24<sup>th</sup>-28<sup>th</sup></b>	Promotion time	All Excós
<b>April 30<sup>th</sup></b>	Second rehearsal	All Excós
<b>May 1<sup>st</sup></b>	Finish the first draft of remind email	ZHANG Yi
<b>May 2<sup>nd</sup></b>	Finish the second draft of remind email	ZHANG Yi
<b>May 3<sup>rd</sup></b>	Finish the last draft	ZHANG Yi
<b>May 3<sup>rd</sup></b>	Send remind email	ZHANG Yi

### Budget

Cash Outflow	
Easy-stand	78 HKD
Leaflet	380 HKD
Poster	3*20 = 60 HKD
Perfume Sachet DIY package	350 HKD
Soap DIY package	220 HKD



Soap Base (1 kg)	50 HKD
Plastic Tablecloth	35 HKD
Plastic Sleeve Covers	15 HKD
Shipping Cost	200 HKD
Chinese Herbal Medicine	200 HKD
Scented Tea	200 HKD
Tea Set	51 HKD
Dry Flower	220 HKD
Blank Bookmark	50 HKD
Punch	12 HKD
Glue	45 HKD
Wood fragrance	178 HKD
Printing	200 HKD
Refreshment	500 HKD
Badge	90 HKD
Nail Scissor	20 HKD
Total Cash Outflow	<u>2954 HKD</u>
<b>Cash Inflow</b>	
Member Registration fee	70*30 = 2100 HKD
Non-Member Registration fee	20*50 = 1000 HKD
Walk-in Registration fee	10*60 = 600 HKD
Total Inflow	<u>3700 HKD</u>
Total Cash Flow	<u>746 HKD</u>

### **6.3. A Trip to Northwest 使至塞上**

#### **PIC**

-FAN Yuwen

#### **VPIC**

-CHANG Jiacheng

-DU Yinwei

#### **Date**

-May 30<sup>th</sup>-June 6<sup>th</sup>

#### **Venue**

-Ningxia and Qinghai

#### **Target Groups**

-All students interested in Chinese history, natural scenery and the customs of ethnic minorities.

#### **Registration Fee**

-Member: 4600HKD

-Non-Member: 4900HKD

-A down payment of 1000 HKD will be made to reserve a spot.

-Nothing will be refunded if a person withdraws after May 30<sup>th</sup> 00:00

#### **Expected number of participants**

-Members: 28

-Non-Members: 2

#### **Objectives**

-To travel along the northwest and appreciate the scenery of the Yellow River and the desert.

-To study the Silk Road and learn about Western Xia culture.

-To experience northwestern folk culture.

-To learn more about Buddhism and Islam.

#### **Rundown**

-May 31<sup>st</sup>

-Depart from the Hong Kong International Airport in the morning. The party will lodge in a hotel at Yinchuan (銀川).

-June 1<sup>st</sup>

-Go to see the Western Xia tombs (西夏王陵) in the morning. Tour the Zhenbeibao Movie Center (鎮北堡影視城) and the Helan Shan cave paintings (賀蘭山岩畫) in the afternoon. Explore the city of Yinchuan during nighttime.

-June 2<sup>nd</sup>

-Tour the Hui Cultural Center(中華回鄉文化園) and Islamic architecture in the morning. Go to Zhongwei(中衛) by bus in the afternoon. The party will lodge at Zhongwei.

-June 3<sup>rd</sup>

-Tour Zhongwei in the morning. Take the bus to Lanzhou (蘭州).

-June 4<sup>th</sup>

-Go to Xining (西寧) in the morning. Tour Kumbum Monastery (塔爾寺)and the Tibetan Plateau Wild Zoo (青藏高原野生動物園) in the afternoon.

-June 5<sup>th</sup>

-Tour the Qinghai Lake (青海湖), and Riyue Mountain (日月山). -June 6<sup>th</sup>

-Tour the riverbank of the Yellow River. Enjoy Lanzhou delicacies.

-June 7<sup>th</sup>

-Return home

### Preparation

Deadline	Content	PIC(s)
January 26 <sup>th</sup>	Obtain a detailed agenda from a travel agency	FAN Yuwen
March 16 <sup>th</sup>	Book the location for the counter and the venue for the information sessions	ZHUANG Qinru
March 16 <sup>th</sup>	Complete the first draft of the leaflet, poster and easy-stand	JIANG Bohan
March 16 <sup>th</sup>	Finish the first draft of email and WeChat and Facebook promotion	CHEN Yi ZHANG Yi
March 23 <sup>rd</sup>	Complete the second draft for email and WeChat promotion	CHEN Yi ZHANG Yi

<b>March 24<sup>th</sup></b>	Finish the second draft of the leaflet, poster and easy-stand	JIANG Bohan
<b>March 26<sup>th</sup></b>	Finish the final draft of the leaflet, poster and easy-stand	JIANG Bohan
<b>March 27<sup>th</sup></b>	Print the leaflet and easy-stand	LU Xiuyuan
<b>March 30<sup>th</sup></b>	Finish the final draft of email, Facebook and WeChat promotion	CHEN Yi ZHANG Yi
<b>April 1<sup>st</sup></b>	Get the leaflet and easy-stand	LU Xiuyuan ZHUANG Qinru
<b>April 1<sup>st</sup></b>	Compose the disclaimer and registration form	DU Yinwei
<b>April 1<sup>st</sup></b>	Conduct the rehearsal of the information session	FAN Yuwen DU Yinwei ZHUANG Xiaoyan
<b>April 2<sup>nd</sup></b>	Put up the posters	All ExcOs
<b>April 2<sup>nd</sup></b>	Complete the application forms	DU Yinwei
<b>April 2<sup>nd</sup></b>	Begin the promotion on email, WeChat and Facebook	CHEN Yi DU Yinwei
<b>April 2<sup>nd</sup></b>	Complete the first draft of the information session PPT	FAN Yuwen
<b>April 3<sup>rd</sup> , 5<sup>th</sup> - 7<sup>th</sup> , 10<sup>th</sup> - 11<sup>th</sup></b>	Formal promotion of the trip	All ExcOs
<b>April 5<sup>th</sup></b>	Finish the final version of the PPT	DU Yinwei
<b>April 5<sup>th</sup></b>	Complete the guidelines for the trip	CHANG Jiacheng DU Yinwei FAN Yuwen
<b>April 5<sup>th</sup></b>	Remind the participants by email to attend the info session	ZHANG Yi
<b>April 6<sup>th</sup></b>	Hold the information session	FAN Yuwen ZHUANG Xiaoyan

<b>April 14<sup>th</sup></b>	Print the guidelines	LU Xiuyuan ZHUANG Qinru
<b>April 14<sup>th</sup></b>	Confirm the number of participants (remittance is required) and sign the contract with the travel agency	FAN Yuwen
<b>May 26<sup>th</sup></b>	Decide the duties of all Excors during the trip	CHANG Jiacheng DU Yinwei
<b>May 28<sup>th</sup></b>	Remind the participants by e-mail of the trip and the final meeting	ZHANG Yi
<b>May 30<sup>th</sup></b>	Hold the final meeting to present further details of the trip and divide the participants into groups	DU Yinwei CHANG Jiacheng FAN Yuwen
<b>June 9<sup>th</sup></b>	Reflect upon the trip	FAN Yuwen

### Budget

Cash Outflow	
Easy-Stand	78 HKD
Leaflet	460 HKD
Travel Agency's Fee	103574HKD
Fee for Airplane	29400 HKD
Receipt	20 HKD
Registration List	20 HKD
Fee for a Bus	2500 HKD
In-Trip Activities Fee	3500 HKD
Total Outflow	<u>139552 HKD</u>
Cash Inflow	
Member Registration Fee	15*4600=69000 HKD

<b>Non-Member Registration Fee</b>	2*4900=9800 HKD
<b>Exco Fee</b>	13*4600=59800 HKD
<b>Total Inflow</b>	<u>138600 HKD</u>
<b>Total Cash Flow</b>	<u>952 HKD</u>

#### **6.4. CFAS Week “藝飡中秋“主題週**

##### **PIC**

-PAN Linfei

##### **VPIC**

-TAO Shiyuan

-ZHAUNG Qinru

-ZHUANG Xiaoyan

##### **Objectives**

- To provide an opportunity for members to appreciate the traditional culture of the Mid-Autumn Festival.
- To serve as a platform for members to make friends with each other.
- To teach some basic techniques about making snow-skin mooncakes to whom may be interested.
- To lead all students, especially members, to appreciate the stunning view of the Peak.
- To enlarge the influence of the Chinese Folk Art Society.

##### **Date**

-September 19<sup>th</sup> (Tuesday), September 21<sup>st</sup> (Thursday), September 24<sup>th</sup> (Sunday)

##### **Target Groups**

- Members of the Chinese Folk Art Society
- Students who are interested in the culture of Mid-Autumn Festival
- Students—especially freshmen—who are in favor of making new friends.

##### **Promotion Plan**

###### **Date**

-September 4<sup>th</sup>-8<sup>th</sup> and September 11<sup>th</sup>-15<sup>th</sup>

###### **Venue**

-CFAS counter, Atrium

##### **Promotion Methods**

- Leaflets
- Poster
- Easy-stand
- Banner

- Promotion decoration
- Big decoration
- Promotion videos
- Email
- WeChat platform
- Facebook
- Website

#### **Banner List**

<b>Position</b>	<b>Amount</b>	<b>Size(m<sup>2</sup>)</b>
<b>Top of footbridge of Hall 1</b>	34	0.5*1.3
<b>Top of footbridge of Hall 2</b>	24	0.5*1.3
<b>Both sides of foot bridge of Hall 1</b>	36	0.5*1.3
<b>Both sides of foot bridge of Hall 2</b>	26	0.5*1.3
<b>Academic building (Atrium)</b>	2	4*8
<b>Academic building (Atrium)</b>	1	16*4
<b>Total Area</b>	<b>201</b>	

#### **Notes**

- The leaflets and posters will serve the purpose of member recruitment and CFAS promotion.
- All functions will be promoted together along with the membership of the society.
- For online promotion, DIY Snow-Skin Mooncakes and Tour the Mountain will be promoted together with CFAS week while the Mid-Autumn Lantern Festival will be promoted separately.
- Members of the 13<sup>th</sup> Executive Committee will try their best to include local students and international students to enjoy the festival together and to enlarge the diversity of participants'



backgrounds.

### Preparation

Deadline	Content	PIC(s)
July 8 <sup>th</sup>	Finish the first draft for the banner	CHEN Zhuojian JIANG Bohan
July 10 <sup>th</sup> , 17 <sup>th</sup>	Book the venue for the counter, banner and big decoration	ZHUANG Qinru
July 11 <sup>th</sup>	Finish the first draft for the WeChat article	CHEN Yi
July 13 <sup>th</sup>	Finish the second draft for the banner	CHEN Zhuojian JIANG Bohan
July 15 <sup>th</sup>	Finish the final draft for the promotion email	CHEN Yi
July 18 <sup>th</sup>	Finish the final draft for the banner	CHEN Zhuojian JIANG Bohan
July 18 <sup>th</sup>	Finish the second draft for the WeChat articles	CHEN Yi
July 25 <sup>th</sup>	Finish the first draft for the leaflet, poster and easy-stand	CHEN Zhuojian JIANG Bohan
July 28 <sup>th</sup>	Finish the final draft for the WeChat articles	CHEN Yi
August 1 <sup>st</sup>	Finish the first draft for the promotion email	ZHANG Yi
August 4 <sup>th</sup>	Finish the second draft for leaflet, poster and easy-stand	CHEN Zhuojian JIANG Bohan
August 8 <sup>th</sup>	Finish the second draft for the promotion email	CHEN Yi

<b>August 10<sup>th</sup></b>	Print the banners	LU Xiuyuan
<b>August 11<sup>th</sup></b>	Finish the final draft for the leaflet, posters and easy-stand	CHEN Zhuojian JIANG Bohan
<b>August 13<sup>th</sup></b>	Finish the first draft for the big decoration	CHEN Zhuojian JIANG Bohan
<b>August 15<sup>th</sup></b>	Order the materials needed	FAN Yuwen
<b>August 18<sup>th</sup></b>	Finish the second draft for the big decoration	CHEN Zhuojian JIANG Bohan
<b>August 23<sup>rd</sup></b>	Finish the final draft for the big decoration	CHEN Zhuojian JIANG Bohan
<b>August 25<sup>th</sup></b>	Print the leaflets, posters	LU Xiuyuan
<b>August 28<sup>th</sup></b>	Finish editing the promotion video	CHEN Zhuojian
<b>August 28<sup>th</sup></b>	Arrange the promotion timetable for all excos and subcoms	ZHANG Yi
<b>August 31<sup>st</sup></b>	Send the promotion email	ZHANG Yi
<b>August 31<sup>st</sup></b>	Put up the posters	All ExcOs
<b>September 1<sup>st</sup></b>	Publish the first WeChat article	CHEN Yi
<b>September 4<sup>th</sup></b>	Publish the second WeChat article	CHEN Yi
<b>September 16<sup>th</sup></b>	Finish the big decoration	All ExcOs
<b>September 17<sup>th</sup></b>	Put the big decoration on to the smart stone	All ExcOs
<b>September 22<sup>nd</sup></b>	Publish the reflection WeChat article	CHEN Yi

### Budget

Cash Outflow	
Leaflet	703 HKD
Banner	3255 HKD
Receipt	20 HKD
Big Decoration	700 HKD
Easy-Stand	78 HKD
Poster	20 HKD
Total Outflow	<u>4776 HKD</u>
Total Cash Flow	<u>-4776 HKD</u>

#### **6.4.1. Tour the Mountain 登高望遠**

##### **PIC**

-TAO Shiyuan

##### **VPIC**

-LU Xiuyuan

##### **Objectives**

- To tour the Peak (太平山) and the Long Fu Shan Country Park (龍虎山郊野公園).
- To enhance participants' appreciation for traditional folk culture.
- To familiarize first-year students with the environment and culture of Hong Kong.
- To provide an opportunity for students from different backgrounds to interact with each other.

##### **Date**

-September 24<sup>th</sup> (Sun.)

##### **Time**

-13:00-18:00

##### **Venue**

- The Peak (太平山) and the Long Fu Shan Country Park (龍虎山郊野公園)

##### **Target Groups**

-All students in HKUST who are interested in the culture and history of Hong Kong

##### **Expected Number of Participants**

-Members: 35

-Non-Members: 10

##### **Registration Fee**

-Members: 40HKD

-Non-Members: 50HKD

-No walk-in

## **Rundown**

-13:00-13:15

- Participants will assemble at the atrium.
- The executive committee will brief the details and activities of the outing.
- The participants will be assigned into six different groups.
- Each group will be supervised by two executive committee members throughout the entire outing.
- Each participant will be given a CFAS sticker to prevent him or her from getting lost.

-13:15-14:00

- Departure from HKUST to the Pok Fu Lam Reservoir by bus.
- Executive committee members will encourage the participants to make conversations and become familiar with each other.

-14:00-15:30

- The executive committee will lead everyone and hike to the Peak.
- DU Yinwei will be in charge of taking photos.

-15:30-16:30

- A picnic will be organized. Participants will be given some time to rest.

-16:30-18:00

- The executive committee will tour the Long Fu Shan Country Park with the participants.
- After touring the Long Fu Shan Country Park, the participants will be led to the HKU MTR session

-18:00-18:15

- The executive committee will announce the closing of the activity.
- A group photo will be taken.
- Participants will leave.

## **Preparation**

<b>Deadline</b>	<b>Content</b>	<b>PIC(s)</b>
<b>April 19<sup>th</sup></b>	First scouting of the location	LU Xiuyuan TAO Shiyuan
<b>May 15<sup>th</sup></b>	Second scouting of the location	LU Xiuyuan TAO Shiyuan
<b>August 27<sup>th</sup></b>	Purchase the supplies needed	FAN Yuwen
<b>August 31<sup>st</sup></b>	Google form for registration	ZHANG Yi
<b>September 23<sup>rd</sup></b>	Purchase food supplies	FAN Yuwen

September 23 <sup>rd</sup>	Send the reminder email	ZHANG Yi
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### Budget

Cash Outflow	
Food	900 HKD
Fee for Bus Rental	1000 HKD
Total Outflow	<u>1900 HKD</u>
Cash Inflow	
Member Registration Fee	35*40=1400 HKD
Non-Member Registration Fee	10*50=500 HKD
Total Inflow	<u>1900 HKD</u>
Total Cash Flow	<u>0 HKD</u>

#### **6.4.2. DIY Snow-Skin Mooncakes 冰至如歸**

##### **PIC**

-ZHUANG Qinru

##### **VPIC**

-DU Yinwei

-FAN Yuwen

##### **Objectives**

- To create a warm and harmonious atmosphere to celebrate the Mid-Autumn Festival.
- To provide students with a new and fun experience of making snow skin mooncakes on their own.
- To offer students from different cultural backgrounds a platform to communicate and make friends with each other.
- To arouse students' interest towards traditional Chinese culture.
- To give students an opportunity to show their creativity in cooking.

##### **Date**

-September 19<sup>th</sup> (Tue.)

##### **Time**

-19:00-21:00

##### **Venue**

-Common room 1+2

##### **Target Groups**

- Students who have an interest in learning to make snow skin mooncakes.
- Students who are interested in traditional Chinese culture.

##### **Expected Numbers of Participants**

-Member: 50

-Non-member: 10

##### **Registration Fee**

-Member: 40 HKD

-Non-member: 50 HKD

-No walk-in

## **Rundown**

-17:00-18:00

-The executive committee will make the following preparations:

- Decorating the venue.
- Setting the chairs and tables according to the floor plan.
- Setting the projector, microphones, computers, wires and sound system.
- Placing the ingredients and tools on the table.

-18:00-18:30

-MCs (ZHUANG Qinru and CHANG Jiacheng) will rehearse the introduction of mooncakes as well as the Mid-Autumn Festival and briefly demonstrate the procedure using the projector.

-LU Xiuyuan and DU Yinwei will make a final check of the equipment (the projector, microphones, computers, wires, audio system).

-PAN Linfei will prepare for the warm-up games.

-18:30-19:05

-FAN Yuwen and ZHANG Yi will prepare for check-in.

-DU Yinwei will play a video (introducing mooncakes and the Mid-Autumn Festival) for early- arrived participants.

-Other members of the executive committee will lead participants to form a group of six at each table.

-19:05-19:20

-Subcoms will organize warm-up games.

-19:20-19:30

-MCs (ZHUANG Qinru and CHANG Jiacheng) will get started and introduce the culture of the Mid-Autumn Festival and the purpose of making mooncakes on this special day.

-19:30-20:00

-MCs (ZHUANG Qinru and CHANG Jiacheng) will introduce the culture of the Mid-Autumn Festival and the purpose of making mooncakes on this special day.

-Participants will follow the demonstration.

-Wait a few minutes for the mixture to cool down, during which MCs (ZHUANG Qinru and CHANG Jiacheng) will teach participants to complete the rest procedures through the projector.

-20:00-20:55

-Participants will be free to make their own snow skin mooncakes. The rest of the steps are as follows:

- Rub the dough until a soft dough is formed.



- Divide the dough into small pieces. Mix each piece with flavored powder to make a colored dough.
- Shape each dough into a ball and flatten the ball into a small circle by hand.
- Make different flavored filling balls with different pastes.
- Place the paste ball in the center of the dough. Hold the dough in one palm, use the other hand to close the dough over the paste.
- Shape the dough into a ball by gently rolling it in both palms.
- Dust the mold. Use other colored dough to fill the bottom pattern of the mold in order to create a special colorful cover of the mooncake.
- Dust the mooncake ball with flour. Press it firmly into the mold. Turn the mold over and give it a few taps to loosen the mooncake.
- Use brushes and jam to draw some patterns on the surface of mooncakes.
- Use containers and decoration tools to pack up the snow skin mooncakes.
- An executive committee member will sit at each table to answer participants' questions.
- LU Xiuyuan will control the background music to create a warm and harmonious atmosphere.
- DU Yinwei will take photos of the function.
- 20:55-21:00
  - Everybody will gather on the stage to take a photo.
- 21: 00-21:30
  - Participants will leave and the executive committee will clean the venue.
- 21:30-22:00
  - ZHUANG Qinru will organize an evaluation of the function.

### Preparation

Deadline	Content	PIC(s)
June 25 <sup>th</sup>	Prepare the sponsor list	CHANG Jiacheng
July 19 <sup>th</sup>	Book the venue	ZHUANG Qinru
August 13 <sup>th</sup>	Finish the first draft of the MC's script	CHANG Jiacheng ZHUANG Qinru
August 13 <sup>th</sup>	Finish the first draft of the PPT and background music list	DU Yinwei
August 14 <sup>th</sup>	Finish the first draft of the floor plan	ZHANG Yi
August 14 <sup>th</sup>	Finish the first draft of the decoration plan	FAN Yuwen
August 15 <sup>th</sup>	Apply for HLTH 1010	ZHANG Shiyu

<b>August 17<sup>th</sup></b>	Finish the final draft of the MC's script	CHANG Jiacheng ZHUANG Qinru
<b>August 17<sup>th</sup></b>	Finish the final draft of the PPT and background music list	DU Yinwei
<b>August 17<sup>th</sup></b>	Finish the final draft of the floor plan	ZHANG Yi
<b>August 17<sup>th</sup></b>	Finish the final draft of the decoration plan	FAN Yuwen
<b>August 17<sup>th</sup></b>	Order the materials online	FAN Yuwen
<b>September 7<sup>th</sup></b>	Finish the first draft of the warm-up games	Subcoms
<b>September 8<sup>th</sup></b>	Check that all materials needed are present	LU Xiuyuan
<b>September 9<sup>th</sup></b>	First Rehearsal	All ExcOs
<b>September 13<sup>th</sup></b>	Finish the final draft of the warm-up games	Subcoms
<b>September 16<sup>th</sup></b>	Second Rehearsal	All ExcOs
<b>September 18<sup>th</sup></b>	Send the reminder email	ZHANG Yi

**Budget**

<b>Cash Outflow</b>	
<b>Decoration</b>	50 HKD
<b>Flour</b>	800 HKD
<b>Filling</b>	350 HKD
<b>Flavored Powder</b>	200 HKD
<b>Mold</b>	180 HKD
<b>Mooncake Packaging</b>	150 HKD
<b>Disposable Tableware</b>	60 HKD
<b>Brush</b>	30 HKD
<b>Disposable Gloves</b>	20 HKD
<b>Table Cloth</b>	10 HKD
<b>Jam</b>	100 HKD
<b>Delivery Fee</b>	50 HKD
<b>Total Outflow</b>	<u>2000 HKD</u>
<b>Cash Inflow</b>	
<b>Member Registration Fee</b>	50*40=2000 HKD
<b>Non-Member Registration Fee</b>	10*50=500 HKD
<b>Total Inflow</b>	2500 HKD
<b>Total Cash Flow</b>	<u><b>500 HKD</b></u>

### **6.4.3. Mid-Autumn Lantern Festival 月下花前**

#### **PIC**

-ZHUANG Xiaoyan

#### **VPIC**

-CHANG Jiacheng

-ZHANG Shiyu

-ZHANG Yi

#### **Objectives**

-To promote some customs of the Mid-Autumn festival and enlarge the influence of traditional festivals.

-To provide HKUST students a chance to unite and celebrate the Mid-Autumn festival and enhance the friendship among the students.

-To introduce to students a distinguished custom: the lantern festival.

#### **Date**

-September 21<sup>st</sup> (Thu.)

#### **Time**

-20:00-22:00

#### **Venue**

-Common Room 1+2+3 and LG4 terrace

#### **Target Groups**

-Members of the CFAS

-Non-Members who are interested in tradition Chinese lantern custom and hope to make new friends.

#### **Expected Number of Participants**

-Members: 60

-Non-Members: 20

-No walk-in

#### **Registration Fee**

-Members: 35 HKD

-Non-Members: 45 HKD

## **Rundown**

-16:00-19:45

- The executive committee will set up the venue in Common Room 1+2+3 as well as the terrace outside and arrange the tables and chairs.
- LU Xiuyuan will be in charge of materials.
- DU Yinwei will ensure the projector and audio system are working properly.
- PAN Linfei will be in charge of the decoration of the lantern and lantern riddles.
- CHANG Jiacheng will be in charge of the decoration of floor plan and setting up all the clues.
- ZHUANG Xiaoyan will be in charge of the preparation of the counter games.
- ZHANG Yi will set up the decoration on the stage.
- DU Yinwei will ensure the PPT works properly.
- TAO Shiyuan will set up the signs.

-19:45-20:15

- CHEN Yi and FAN Yuwen will set up the check-in counter at the entrance of common room and distribute the masks and partners' namecards.

-20:00-20:15

- CHANG Jiacheng and ZHUANG Qinru will briefly introduce this function and the rules of the games.

-20:15-20:30

- CHANG Jiacheng will be in charge of the matching process of each team. Each team will consist of two people.
- FAN Yuwen and LU Xiuyuan will arrange lantern checking-out session where each team will get a lantern and DU Yinwei will take over the check-in counter.

-20:30-21:30

- The game will start and all ExcOs will arrange the counter games at each counter in common room 1+2+3 and at LG 4 terrace.
- DU Yinwei will be in charge of the information system during the counter games session.

-21:30-22:00

- All ExcOs will gather all the participants back to the stage in the common room and put aside their lanterns.
- CHANG Jiacheng and ZHUANG Qinru will announce the results of each team and give presents to the winners.
- DU Yinwei will be in charge of the photo session.
- DU Yinwei will play the background music and MCs will start the dancing session

### **Reception Counter**

#### **PIC**

-DU Yinwei

#### **Content**

-DU Yinwei will answer all the questions provided by participants. Each team should give the answers to the riddle according to the clues to the reception desk. Each team will be given three chances.

### **Twister Counter**

#### **PIC**

-PAN Linfei

#### **Rules**

-Participants will cooperate to play the twister and move their body parts to the corresponding parts on the blanket according to the command of the Excors.

-Participants are required to finish eight rounds in 3 minutes and Excors will give out the clues.

#### **Goods and Materials**

-Twister outfit\*1

### **Draw Something Counter**

#### **PIC**

-JIANG Bohan

#### **Rules**

-Two players will take turns drawing a picture to convey the guess-words for his/her partner to guess. The guess-words will be provided by Excors on the tablet.

-If they finish their task of guessing five words within the time limit, they will get the clues. Otherwise, they will lose the game.

#### **Goods and Materials**

-Tablet\*1

### **Morra Counter**

**PIC**

-ZHUANG Qinru

**Rules**

-Two players throw out a single hand, each showing zero to five fingers, and call out loud their guess at what the sum of all fingers shown will be. If one player guesses the sum, that player earns one point.

-The first player to reach three points wins the game. The loser will be made to drink beverages as a forfeit. The team will get a clue after they finish the game.

**Goods and Materials**

-Drinks

**Stilt-Walking Counter****PIC**

-LU Xiuyuan

**Rules**

-One participant of the team should stand on stilt and walk along a marked line. The partner will help him/her to keep balance.

**Goods and Materials**

-Stilt outfit\*1

-First-aid kit\*1

**Musical Dialogue Counter****PIC**

-FAN Yuwen

**Rules**

-One participant will wear headphones and sing the songs played in the headphones to the other participants.

-The one who is listening will guess the names of these songs. Participants are required to figure out five songs in two minutes and ExcOs will give out the clues.

### **Goods and Materials**

- Headphones\*1
- Computer\*1

### **Refreshment Zone**

### **PIC**

- CHEN Yi

### **Rules**

-Specific refreshment will be displayed in refreshment zone. Under the instructions of Excors, one participant will skirt obstacles and carry the food with the tools provided to the finishing line. Participants should eat the food to get the clues.

### **Goods and Materials**

- Flower cake
- Spicy tofu
- Drinks
- Straw
- Spoons
- Chopsticks

### **Preparation**

<b>Deadline</b>	<b>Content</b>	<b>PIC(s)</b>
<b>August 7<sup>th</sup></b>	Scratch the first decoration plan	ZHUANG Xiaoyan
<b>August 8<sup>th</sup></b>	Scratch the first version of games and clues	CHANG Jiacheng JIANG Bohan PAN Linfei ZHANG Shiyu
<b>August 10<sup>th</sup></b>	Scratch the first draft of MC script	CHANG Jiacheng ZHUANG Qinru
<b>August 12<sup>th</sup></b>	Scratch the final draft of PPT	DU Yinwei
<b>August 12<sup>th</sup></b>	Scratch the final decoration plan	ZHUANG Xiaoyan
<b>August 13<sup>th</sup></b>	Scratch the second version of games and clues	CHANG Jiacheng JIANG Bohan



		PAN Linfei ZHANG Shiyu
August 14 <sup>th</sup>	Purchase all needed materials online	FAN Yuwen
August 14 <sup>th</sup>	Book the venue	ZHUANG Qinru
August 15 <sup>th</sup>	Scratch the first draft of the reminder email	ZHANG Yi
August 15 <sup>th</sup>	Scratch the first draft of the WeChat article	CHEN Yi
August 15 <sup>th</sup>	Scratch the second draft of MC script	CHANG Jiacheng ZHUANG Qinru
August 17 <sup>th</sup>	Apply for HLTH 1010	ZHANG Shiyu
August 21 <sup>st</sup>	Scratch the second draft of the reminder email	ZHANG Yi
August 21 <sup>st</sup>	Scratch the second draft of the WeChat article	CHEN Yi
September 8 <sup>th</sup>	Rehearse the event	ZHUANG Xiaoyan
September 9 <sup>th</sup>	Purchase refreshment and other materials in local supermarkets	FAN Yuwen LU Xiuyuan
September 10 <sup>th</sup>	Arrange a meeting for subcommittee to brainstorm some counter games	ZHUANG Xiaoyan
September 15 <sup>th</sup>	Rehearse the event	ZHUANG Xiaoyan
September 20 <sup>th</sup>	Send the reminder emails	ZHANG Yi

### Budget

Cash Outflow	
Folk Mask	800 HKD
LED Lantern	200 HKD
Paper Printing	300 HKD
Carton	70 HKD
Refreshment	500 HKD
Equipment	500 HKD

<b>Souvenir</b>	300 HKD
<b>Shipment</b>	200 HKD
<b>Total Outflow</b>	<u>2870 HKD</u>
<b>Cash Inflow</b>	
<b>Member Registration Fee</b>	60*35=2100 HKD
<b>Non-Member Registration Fee</b>	20*45=900 HKD
<b>Total Inflow</b>	<u>3000 HKD</u>
<b>Total Cash Flow</b>	<u>130 HKD</u>

## **6.5. DIY Lanterns 張燈結彩**

### **PIC**

-TAO Shiyuan

### **VPIC**

-CHEN Yi

-ZHUANG Xiaoyan

### **Objectives**

- To acquaint members with the traditional art of lantern-making
- To allow the participants to obtain a thorough understanding of lantern-making
- To cultivate participants' sense of appreciation for Chinese folk art
- To enhance participants' creativity

### **Date**

-October 19<sup>th</sup> (Thu.)

### **Time**

-19:00-21:00

### **Venue**

-Room 2304

### **Target Groups**

- Members of the Chinese Folk Art Society
- Non-members who are interested in Chinese folk art

### **Expected Number of Participants**

- Members: 35
- Non-Members: 10
- Walk-In: 5

### **Registration Fee**

- Members: 50 HKD
- Non-Members: 60 HKD
- Walk-In: 70 HKD

## **Rundown**

-17:00-18:00

-The executive committee will arrive at the venue, set up the room according to the floor plan and distribute the materials needed.

-DU Yinwei will be in charge of setting up the audio-visual equipment.

-18:00-18:30

-LU Xiuyuan and ZHUANG Qinru will be in charge of setting up the check-in counter outside the classroom.

-18:30-19:00

-FAN Yuwen and ZHANG Yi will be in charge of check-in.

-The rest of the executive committee will escort the participants inside the classroom.

-19:00-19:20

-After the participants are all seated, CHANG Jiacheng and ZHUANG Qinru will introduce the background information of lanterns.

-After the introduction, ZHUANG Xiaoyan will demonstrate the procedure of making and decorating the lanterns.

-19:20-20:20

-Participants will be allowed to work on their lanterns using markers, colored paper, and scissors. The executive committee will provide assistance when needed.

-DU Yinwei will be in charge of photography.

-20:20-20:45

-After finishing the lanterns, participants will be able to light up the lanterns using the LED light supplied by the executive committee.

-Participants will be given the opportunity to be taken photos one by one while holding their lanterns and standing in front of the photo board.

-20:45-21:00

-The executive committee will gather up the participants to take a group photo.

-21:00-21:30

-The participants will leave.

-The executive committee will clean up the venue.

-21:30-22:00

-An evaluation meeting will be held by TAO Shiyuan

## **Preparation**

<b>Deadline</b>	<b>Content</b>	<b>PIC(s)</b>
<b>August 13<sup>th</sup></b>	Book the counter for promotion	ZHUANG Qinru
<b>September 8<sup>th</sup></b>	Apply for HLTH 1010	ZHANG Shiyu

<b>September 14<sup>th</sup></b>	Finish the first draft of the leaflet and easy-stand	CHEN Zhuojian JIANG Bohan
<b>September 17<sup>th</sup></b>	Order the materials needed	FAN Yuwen
<b>September 19<sup>th</sup></b>	Book the venue	ZHUANG Qinru
<b>September 19<sup>th</sup></b>	Finish the second draft of the leaflet and easy-stand	CHEN Zhuojian JIANG Bohan
<b>September 23<sup>rd</sup></b>	Finish the third draft of the leaflet and easy-stand	CHEN Zhuojian JIANG Bohan
<b>September 23<sup>rd</sup></b>	Brainstorm the background music	DU Yinwei TAO Shiyuan
<b>September 25<sup>th</sup></b>	Finish the first draft of WeChat article	CHEN Yi
<b>September 25<sup>th</sup></b>	Finish the first draft of promotion email	ZHANG Yi
<b>September 28<sup>th</sup></b>	Finish the first draft for floor plan	CHEN Yi TAO Shiyuan ZHUANG Xiaoyan
<b>September 28<sup>th</sup></b>	Finish the first draft for PPT	DU Yinwei TAO Shiyuan
<b>September 28<sup>th</sup></b>	Finish the first draft of the poster	CHEN Zhuojian JIANG Bohan
<b>September 29<sup>th</sup></b>	Print the leaflet and easy-stand	LU Xiuyuan
<b>September 30<sup>th</sup></b>	Finish the first draft for MC's words	CHANG Jiacheng ZHUANG Qinru
<b>September 30<sup>th</sup></b>	Decide on the background music	DU Yinwei TAO Shiyuan
<b>October 1<sup>st</sup></b>	Finish the second draft for the WeChat article	CHEN Yi
<b>October 1<sup>st</sup></b>	Finish the second draft for the promotion email	ZHANG Yi
<b>October 2<sup>nd</sup></b>	Finish the second draft for the floor plan	CHEN Yi TAO Shiyuan ZHUANG Xiaoyan
<b>October 2<sup>nd</sup></b>	Finish the second draft of the poster	CHEN Zhuojian JIANG Bohan
<b>October 4<sup>th</sup></b>	Finish the final draft for MC's words	CHANG Jiacheng ZHUANG Qinru

<b>October 4<sup>th</sup></b>	Finish the second draft for PPT	DU Yinwei TAO Shiyuan
<b>October 6<sup>th</sup></b>	Finish the third draft of the poster	CHEN Zhuojian JIANG Bohan
<b>October 7<sup>th</sup></b>	First rehearsal	All ExcOs
<b>October 8<sup>th</sup></b>	Put up guideposts	LU Xiuyuan
<b>October 9<sup>th</sup>-13<sup>th</sup></b>	Counter promotion of the function	All ExcOs
<b>October 10<sup>th</sup></b>	Finish the final draft for floor plan	CHEN Yi TAO Shiyuan ZHUANG Xiaoyan
<b>October 10<sup>th</sup></b>	Finish the final draft for WeChat article	CHEN Yi
<b>October 10<sup>th</sup></b>	Finish the final draft for promotion email	ZHANG Yi
<b>October 11<sup>th</sup></b>	Finish the final draft for PPT	DU Yinwei TAO Shiyuan
<b>October 14<sup>th</sup></b>	Second rehearsal	All ExcOs
<b>October 18<sup>th</sup></b>	Send the reminder email	ZHANG Yi

### Budget

Cash Outflow	
Leaflet	370 HKD
Poster	20 HKD
Easy-stand	78 HKD
Scissors	45 HKD
Lanterns Material	1900 HKD
Color Paper	50 HKD
Glue Sticks	20 HKD
Shipping Cost	200 HKD
<b>Total Outflow</b>	<u>2683 HKD</u>
Cash Inflow	

<b>Member Registration Fee</b>	35*50 = 1750 HKD
<b>Non-Member Registration Fee</b>	10*60 = 600 HKD
<b>Walk-in Registration Fee</b>	5*70 = 350 HKD
<b>Total Inflow</b>	<u>2700 HKD</u>

<b>Total Cash Flow</b>	<u>17 HKD</u>
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## 6.6. Subsidiary-Committee Function

### 6.6.1. Normal Work

#### PIC

-ZHUANG Qinru

#### VPIC

-FAN Yuwen

-ZHANG Yi

#### Preparation

Deadline	Content	PIC(s)
August 21 <sup>st</sup>	Book counter for promotion	ZHUANG Qinru
August 25 <sup>th</sup>	Book venue for meeting	ZHUANG Qinru
September 2 <sup>nd</sup>	First draft of sub-com function- briefing PPT	ZHUANG Qinru ZHANG Yi
September 16 <sup>th</sup>	Final draft of sub-com function- briefing PPT	ZHUANG Qinru ZHANG Yi
September 25 <sup>th</sup>	First meeting about- sub-com function and arrange workshops	All ExcOs
September 25 <sup>th</sup> - October 31 <sup>st</sup>	Regularly contact and assist sub-coms	All ExcOs
September 25 <sup>th</sup> – October 31 <sup>st</sup>	Participate in most sub-com meetings	All ExcOs
October 20 <sup>th</sup> (TBD)	Attend the first rehearsal	All ExcOs
October 20 <sup>th</sup> (TBD)	Hold the evaluation meeting of the first rehearsal	All ExcOs
October 28 <sup>th</sup> (TBD)	Attend the second rehearsal	All ExcOs
October 28 <sup>th</sup> (TBD)	Hold the evaluation meeting of the second rehearsal	All ExcOs
October 31 <sup>st</sup> (TBD)	Hold the evaluation meeting of sub-com function	All ExcOs



### **6.6.2. DIY Woodworking (Backup for the Subsidiary-Committee Function)**

#### **PIC**

-ZHUANG Qinru

#### **VPIC**

-ZHANG Yi

-FAN Yuwen

#### **Objectives**

-To teach students to master the basic skills to make some simple traditional Chinese woodworking

-To enhance students' understanding of Chinese traditional handicraft and help them to explore their potential in handicraft through practice

-To provide a platform for students from different cultural backgrounds to know about Chinese culture and deepen the relationship among students, especially freshmen

#### **Date**

-November 4<sup>th</sup> (Saturday)

#### **Time**

-14:30-18:00

#### **Venue**

-LG4 Common Room

#### **Target Groups**

-All students who are interested in making Chinese traditional woodworking

#### **Registration Fee**

-Member: 50HKD

-Non-member: 60HKD

-Walk-in: 70HKD

#### **Expected Numbers of Participants**

-Member: 30

-Non-member: 5

-Walk-in: 5

## **Rundown**

-12:00-13:30

- All the ExcOs arrive at LG4 common room to do the set-up, which includes :
  - Setting the stage and the projector, computer, wires and sounding system.
  - Setting the chairs and tables according to the plan, then set the tools needed (e.g. planer tool, ruler).

-13:30-14:30

- All the ExcOs decorate the site.
- MC will be responsible for the introduction of the history of Chinese traditional woodworking and basic skills needed next with the help of PPT and projector.
- FAN Yuwen and ZHANG Yi will be in charge of check-in.

-14:30-15:00

- MCs will make an introduction and play the video prepared.
- ZHANG Shiyu will present some demonstrations.
- DU Yinwei will take charge of the PowerPoint and background music.
- Other ExcOs will lead participants to different tables according to the group plan.

-15:00-17:30

- Participants will make simple woodworking in groups of 4 people.
- ExcOs will offer help when needed.
- ZHANG Shiyu and LU Xiuyuan will offer medical aid in case of emergency.

-17:30-18:00

- Participants will finish the final step of the work.
- A photo session will be held to allow participants show their works.

-18:00-19:00

- Participants will leave and ExcOs will do the clean-up.

-19:00-20:00

- ZHUANG Qinru will be in charge of the evaluation meeting.

## **Preparation**

<b>Date</b>	<b>Content</b>	<b>PIC(s)</b>
<b>August 25<sup>th</sup></b>	Finish buying all the workshop materials	FAN Yuwen
<b>August 31<sup>st</sup></b>	Finish the poster and leaflet design	JIANG Bohan
<b>September 3<sup>rd</sup></b>	All the ExcOs learn how to make the basic woodworking	FAN Yuwen ZHUANG Qinru

<b>September 10<sup>th</sup></b>	First rehearsal Evaluation meeting	FAN Yuwen ZHUANG Qinru
<b>September 17<sup>th</sup></b>	Second rehearsal Evaluation meeting	FAN Yuwen ZHUANG Qinru
<b>September 30<sup>th</sup></b>	Book the Venue	ZHUANG Qinru
<b>October 3<sup>rd</sup></b>	Apply for HLTH 1010	ZHANG Shiyu
<b>October 5<sup>th</sup></b>	Find Sponsors	CHANG Jiacheng
<b>October 16<sup>th</sup>-20<sup>th</sup></b>	Promote the function at the counter (all ExcOs and Subcoms)	ZHUANG Qinru
<b>October 25<sup>th</sup></b>	Finish the final version of MC words	CHANG Jiacheng
<b>November 4<sup>th</sup></b>	Evaluation meeting	ZHUANG Qinru

#### Budget

Cash Outflow	
Drug Kit	70 HKD
Poster	57 HKD
Receipt	20 HKD
Printing Fee	30 HKD
Toolkit	1712 HKD
<b>Total Outflow</b>	<b><u>1889 HKD</u></b>
Cash Inflow	
Member Registration Fee	30*50=1500 HKD
Non-Member Registration Fee	5*60=300 HKD
Walk-In Registration Fee	7*50=350 HKD
<b>Total Inflow</b>	<b><u>2150 HKD</u></b>
<b>Total Cash Flow</b>	<b><u>261 HKD</u></b>

## **6.7. Cooking Competition 廚神解百味**

### **PIC**

-ZHANG Shiyu

### **VPIC**

-DU Yinwei

-LU Xiuyuan

### **Objectives**

-To provide a wonderful platform for students to exchange their techniques and enhance their understanding of cooking.

-To let students enjoy a variety of delicious cuisine from different cultures and promote healthy diet style.

-To provide a wonderful platform for students to make new friends and enhance their relationships with each other.

### **Date**

-November 20<sup>th</sup> (Mon.)

### **Time**

-18:30-21:30

### **Venue**

-LG7 Golden Rice Bowl

### **Target Groups**

-Students and HKUST staff and alumni who are interested in cooking and the art of cuisine

-Students and HKUST staff and alumni who would like to appreciate authentic and delicious cuisine

### **Expected Number of Participants:**

-8 teams: -Each team has one head chef, one sous chef and two to three helpers.

-Judges: 90

-Members: 70

-Non-Members: 10

-Walk-In: 10

**Registration Fee:**

- Member: 50 HKD
- Non-member: 80 HKD
- Walk-in: 90 HKD
- Chef: Free of charge
- Sous chef: Free of charge
- Helper (member): 20 HKD
- Helper (non-member): 40 HKD

**Content:****1. Promotion**

- A. Counter
- B. Email
- C. Easy-stand
- D. Leaflets, posters and banners
- E. Post on the Internet (Facebook, CFAS official website and WeChat)
- F. An online voting activity for most expected dishes and best approach to cuisines on or nearby campus (on WeChat and Facebook)
- G. A short video introducing delicious food around China

**2. Regulations and Procedures for the Application**

- Among eight teams, there should be at least one international and one local team.
- Each team consists of at least four and at most five participants: a chef, sous chef and two or more helpers.
- Each team can be refunded a maximum of 250 HKD. Expenses exceeding the stated amount will not be covered.
- Each team needs to bring their own cookers to the competition.
- The team should retain their receipts as evidence of their purchases.
- Each team should provide its team information to the CFAS executive committee on or before November 17<sup>th</sup>.
- Each team is required to name their dishes and send them via email to the CFAS executive committee on or before November 13<sup>th</sup>.
- Each team should provide its team name and slogan in both English and Chinese (Chinese is not required for the international team).
- Teams are officially qualified for the competition after being informed through email or phone.
- Each team should complete six dishes. They are two hot dishes, three cold dishes and one assorted cold fruit dish.

- The eight teams will be divided into two sequences of cooking: Four teams will belong to sequence A and the other four teams will belong to sequence B.
- Sequence A: Hot dish 1---Cold dish 2 --- Hot dish 2---Cold dish 3
- Sequence B: Cold dish 2---Hot dish 1---Cold dish 3---Hot dish 2
- Teams can make their assorted cold fruit dishes during the competition.

### **3. Voting Mechanism**

- All the judges can vote for the competition.
- Each judge will receive four tickets with different points attached for the normal dishes, and one for the assorted cold fruit dishes at the check-in counter. Each sticker will be marked with a different number.
- The judges should vote for the team they like after tasting. Voting for one team more than once is not allowed. If they wish to, judges can forfeit some of their votes.

### **4. Game Flow**

#### **A. Opening Ceremony**

- The opening ceremony will start at 18:30.
- MCs present opening words.
- MCs introduce the flow and voting mechanism of the competition.
- MCs announce the beginning of the competition.
- The eight teams introduce themselves and their meals one by one.

#### **B. Competition**

- After the beginning of the competition, each team will send out one member to compete in a small game—guess the ingredients of dumplings offered. According to the number of kinds of the ingredients they guess out, they can pick out different fruits package in order (the fruits they choose will be used for making fruit assorted cold dishes).
- Each dish is supposed to be finished within half an hour. Once each dish is finished, the team members should inform the MCs to call on the judges to taste the dish. After tasting the dish, judges can vote for the team they prefer.
- All teams will finish two cold dishes and two hot dishes.
- Competitors are required to provide a hot dish describing their understanding of family, reunion or certain pleasant memory. Descriptions in the written or verbal form are allowed as assistance.
- At the end of each session, helpers in each group are required to transport their food to the three specified tables in the centre. The executive committee will help and supervise the allocation of the food.
- There will be no extra time allocated for the production of fruit assorted cold dishes, helpers

are suggested to finish the making procedure during idle time.

-The judging period of fruit assorted cold dishes will begin after 21:00.

#### C. Awards

-One “Gold Spoon Award”, one “Silver Spoon Award”, one “Copper Spoon Award” will be awarded for the top three teams.

-One “Gold Apple Award” for the best fruit assorted cold dishes.

-One “Taste of Home Award” for the best special hot dish.

-There will be five special awards for the teams (excluding the top three winning teams) whose styles are original or the designs of the dishes are attractive, which will be awarded certificates.

-There will be a brief awarding ceremony for the top three winning teams after the competition.

#### D. Refreshments

-The refreshment will be served before the competition begins and during the opening period of refreshment counter. After the judges checking in, they can enjoy the refreshments freely.

- The refreshment will include pancakes, bread, sushi, juice, soft drinks, fruits, Chinese dishes etc.

#### E. Counter

-One self-help counter will be set for judges to make Chinese pancake or sushi by themselves, one executive committee member (CHEN Yi) will be in charge of it and guide judges. Ingredients including pancake, onion, cucumber, rice, nori, various fillings and tools needed will be provided on the two desk at the counter. It is expected at most 6 people can participate in the production process simultaneously.

-One counter will be set to provide juice for judges. The counter will hold a small game that lets judges guess ingredients of the juices every half an hour. It will be in the charge of executive committee member TAO Shiyuan. Whoever gives the right answers can get a small souvenir.

-Online games like quizzes will be held during the competition. One counter will be set to convert the points judges get into special Chinese cuisine.

#### F. Food Safety

- All refreshments and raw materials provided by the executive committee will be purchased from qualified restaurants or stores after cautious selection, with receipt and other written materials to record the source of the food and guarantee its safety.
- All members will be required to fill in a form to provide information about what foods they are allergic to and their relevant experience. All the teams are required to inform the executive committee what ingredients their dishes will include. The executive committee will collect the information and warn relevant judges in the competition. Certain ingredients that may cause allergic reactions will be displayed during the competition.
- While enjoying the dishes and refreshments, all judges are required to use disposable tableware provided by the executive committee if they did not bring their own. Besides, participants are allowed to make food themselves only with disposable gloves, the whole process will be supervised by the executive committee member at each counter.
- One emergency person (ZHANG Shiyu) will be assigned in case of any emergencies and be in charge of contacting medical establishments.

#### **Rundown:**

-15:00-16:30

- Excocs will arrive at LG7 restaurant and prepare for the competition.
- ZHANG Shiyu will be in charge of rearranging the tables and chairs to get a suitable place for competition and set up the three counters.
- LU Xiuyuan and TAO Shiyuan will be in charge of preparing the materials of counters, fruits, tableware, rubbish bags and first-aid case.
- DU Yinwei will be in charge of the electricity circuit and ensure the stability of electricity supply for cooking.
- DU Yinwei will be in charge of preparing and testing the projector, the microphone, the computer, PPT and audio system.
- CHEN Yi and JIANG Bohan will be in charge of sticking the teams' posters on the notice boards.
- CHEN Zhuojian will be in charge of sticking the directing stickers on the door of LG7 and the ground.
- TAO Shiyuan and ZHUANG Xiaoyan will be in charge of setting up the check-in counter and preparing receipts, stickers, registration lists, the safe box and change.

-16:30-17:30

- All the Excocs will gather at LG7 and check the preparation of the rubbish bags, the liquidizers, the awards and voting boards.
- LU Xiuyuan and ZHUANG Qinru will prepare the three counters and arrange the electricity devices and food of the counters.
- ZHANG Shiyu will check the tasks in the last timeslot. CHANG Jiacheng and CHEN Yi



will be in charge of sticking the wires to the ground in case of safety problems and checking the stability of the electricity supply. And the teams could check in to do some preparations.

-MCs will finally check the electronic devices and PPT with the help of DU Yinwei.

-The food, juice and fruits of the refreshment zone will be delivered well and stored in the backstage. ZHANG Yi will be in charge of it.

-17:30-18:30

-DU Yinwei will begin to display the PPT, play the background music and be in charge of taking photos.

-FAN Yuwen will be in charge of check-in for judges and cooks.

-CHEN Yi, ZHUANG Xiaoyan and FAN Yuwen will be in charge of examining the three counters and begin to prepare the refreshments.

-ZHUANG Qinru and JIANG Bohan will be in charge of setting the first round of refreshments on the tables.

-18:30-18:45

-PAN Linfei and TAO Shiyuan will distribute a set of dishware to each judge right after they check in.

-Judges can start checking-in. FAN Yuwen and ZHANG Yi will be in charge of judges' check-in. ZHANG Yi is responsible for charging the walk-in judges.

-ZHUANG Qinru is in charge of the meal for the opening game and distributing the fruits and vegetables for fruit assorted cold dishes.

-18:45-19:00

-MCs (CHANG Jiacheng for Chinese and ZHUANG Qinru for English) will host the opening ceremony. Each team should introduce their name and dishes names briefly. They can persuade judges to vote for them. When the competition begins, each team will be accompanied and supervised by a member of the executive committee to maintain order. The competition will officially begin.

-19:00-21:00

-Each team will begin to cook according to the sequence.

-MCs will pay attention to the progress of the competition and interview the participants to keep the atmosphere active. MCs will interview some cooks and judges and let them share their feelings of the dishes.

-Once the team finishes a dish, the executive committee will lead the judges to their counters to taste the dishes and remind the judges to vote. The executive committee should maintain order at the same time.

-21:00-21:10

-The judging period for the fruit assorted cold dishes begins. Judges can observe and vote for the fruit assorted cold dishes. After the judging period, judges can begin to enjoy the fruit assorted cold dishes.

-21:10-21:30

- The executive committee will count each team's stickers and determine its ranking.
- MCs will announce the final result and present the awards to the winning teams. PAN Linfei will be responsible for announcing the awards. DU Yinwei is in charge of taking the photos for PAN Linfei and the winning teams.
- MCs will gather all the participants to take a photo together at the end of the competition and Du Yinwei take photos of them.

-21:30-22:30

- ZHUANG Qinru and LU Xiuyuan should be responsible for returning the borrowed equipment, and other executive committee members will restore the LG7 restaurant to its original state.
- The executive committee will do the cleaning.

-22:30-23:00

- ZHANG Shiyu will hold the evaluation meeting of the competition.

### Preparation

Deadline	Content	PIC(s)
September 18 <sup>th</sup>	Book the counter	ZHUANG Qinru
September 25 <sup>th</sup>	Negotiate with Golden Rice Bowl to reserve the venue for the competition.	ZHUANG Qinru
October 13 <sup>th</sup>	Apply for HLTH1010	ZHANG Shiyu
September 26 <sup>th</sup>	Prepare the shopping list for materials	DU Yinwei LU Xiuyuan ZHANG Shiyu
September 26 <sup>th</sup>	Design the venue plan	ZHANG Shiyu
October 3 <sup>rd</sup>	Finish the first draft of the leaflet	CHEN Zhuojian JIANG Bohan
October 5 <sup>th</sup>	Finish the first draft of the poster and easy-stand	CHEN Zhuojian JIANG Bohan
October 10 <sup>th</sup>	Design the first draft of certificates and stickers	CHEN Zhuojian JIANG Bohan
October 10 <sup>th</sup>	Design the online registration forms	DU Yinwei
October 12 <sup>th</sup>	Prepare the first draft of the Internet promotion materials (Including WeChat, Facebook	CHEN Yi DU Yinwei ZHANG Yi

	emails and CFAS website)	
<b>October 14<sup>th</sup></b>	Draft the list for refreshment	CHANG Jiacheng FAN Yuwen
<b>October 15<sup>th</sup></b>	Finish the second draft of the easy-stand and poster	CHEN Zhuojian JIANG Bohan
<b>October 16<sup>th</sup></b>	Finish the second draft of the leaflet	CHEN Zhuojian JIANG Bohan
<b>October 17<sup>th</sup></b>	Design the second draft of certificates and stickers	DU Yinwei ZHANG Shiyu
<b>October 17<sup>th</sup></b>	Get sponsorship for refreshment and other materials	CHANG Jiacheng
<b>October 25<sup>th</sup></b>	Prepare the second draft of the Internet promotion materials (Including WeChat, Facebook, emails and CFAS website)	CHEN Yi DU Yinwei
<b>October 29<sup>th</sup></b>	Finish the form to collect information of competitors	DU Yinwei
<b>October 29<sup>th</sup></b>	Start purchasing the materials	FAN Yuwen
<b>October 29<sup>th</sup></b>	Prepare the first draft of the MC's script (Chinese and English)	CHANG Jiacheng ZHUANG Qinru
<b>November 5<sup>th</sup></b>	Prepare the timetable for sitting the counter	ZHANG Yi
<b>November 5<sup>th</sup></b>	Finish the final version of the leaflet, easy-stand and poster	CHEN Zhuojian JIANG Bohan
<b>November 5<sup>th</sup></b>	Scratch the first draft of the PPT and list the background music choices	DU Yinwei
<b>November 5<sup>th</sup></b>	Finish first draft for the certificates	CHEN Zhuojian JIANG Bohan
<b>November 5<sup>th</sup></b>	Finish the MC's script (Chinese and English)	CHANG Jiacheng ZHUANG Qinru
<b>November 6<sup>th</sup></b>	Print the leaflet, easy-stand, poster, stickers and the form to collect information of competitors	LU Xiuyuan

<b>November 11<sup>th</sup></b>	Rehearse the event in a common room	ZHANG Shiyu
<b>November 11<sup>th</sup></b>	Confirm the information of the teams	TAO Shiyuan
<b>November 12<sup>th</sup></b>	Finish final draft for the certificates	JIANG Bohan ZHANG Shiyu
<b>November 12<sup>th</sup></b>	Find and negotiate with the manager or technicians of LG7 and ensure another cable will be installed so that the electricity supply is stable (Including wires, projector, sound system, PPT and microphone)	CHANG Jiacheng CHEN Zhuojian ZHUANG Qinru
<b>November 12<sup>th</sup></b>	Finish the final draft of PPT	DU Yinwei
<b>November 12<sup>th</sup></b>	Prepare for the first-aid kit	LU Xiuyuan
<b>November 12<sup>th</sup></b>	Post the Internet promotion materials (Including WeChat, Facebook, emails and CFAS website)	CHEN Yi DU Yinwei
<b>November 13<sup>th</sup></b>	Finish purchasing the materials that should be bought in Hong Kong	FAN Yuwen
<b>November 8<sup>th</sup> –10<sup>th</sup> 13<sup>th</sup>-17<sup>th</sup></b>	Sit counter and promote	All ExcOs
<b>November 16<sup>th</sup></b>	Making sure that all materials are at hand	LU Xiuyuan
<b>November 18<sup>th</sup></b>	Second rehearsal with more team information provided	ZHANG Shiyu
<b>November 19<sup>th</sup></b>	Remind all the teams to prepare for the competition by sending email or calling	DU Yinwei LU Xiuyuan ZHANG Shiyu ZHANG Yi
<b>November 19<sup>th</sup></b>	Remind all the teams to bring all of their materials by sending WeChat, email or calling	DU Yinwei LU Xiuyuan ZHANG Shiyu
<b>November 19<sup>th</sup></b>	Send the reminding email to	ZHANG Yi

	participants (Including judges and competitors)	
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### Materials Needed

Item	Purpose	Quantity
<b>Tables (桌子)</b>	Provide space for cooking and refreshments	23(16 for teams 4 for refreshments 3 for counters)
<b>Chairs (椅子)</b>	For judges and cooking team	95
<b>Induction Cookers (電磁爐)</b>	Each team should bring their own. The executive committee will prepare two to keep the refreshments warm.	2
<b>Projector (放映機)</b>	To play the introduction PPT	1
<b>Microphones (麥克風)</b>	For MCs to host the competition	3
<b>Knives (刀)</b>	For cutting the fruits	2
<b>Disposable Tableware (一次性餐具)</b>	For judges to enjoy the dished	220
<b>Voting Boards (投票板)</b>	For judges to stick the stickers	8
<b>Refreshments (點心)</b>	Additional food for judges	The amount of 100 people
<b>Plates (餐盤)</b>	For cooking team	40
<b>Audio System (音響)</b>	Play the background music	1
<b>First-Aid Kit(醫藥箱)</b>	In case of accident	3
<b>Direction Stickers (引路標識)</b>	Lead members to the competition area	5
<b>Rice (米飯)</b>	For judges to enjoy the dishes and making sushi	The amount of 100 people
<b>Pancake (薄煎餅)</b>	For making Chinese pancake	The amount of 80 people
<b>Fruits (水果)</b>	For judges to eat	The amount of 100 people
<b>Bread (麵包)</b>	For judges to eat	The amount of 100 people
<b>Ham (火腿) Maize (玉米) Nori (紫菜) Dried Meat Floss</b>	For making sushi and Chinese pancake	The amount of 50 people

(肉鬆)		
<b>Bamboo Volume (竹卷)</b> <b>Cutting Boards (砧板)</b>	For making sushi	6
<b>Disposable Gloves (一次性手套)</b>	For making sushi and Chinese pancake	200
<b>Whiteboards (白板)</b>	For competitors to answer the questions	8

### Budget

Cash Outflow	
Poster	60 HKD
Easy-Stand	80 HKD
Leaflet	330 HKD
Refund	2000 HKD
Fruit package	220 HKD
Extra food	2100 HKD
Award	900 HKD
Disposable Tableware and Gloves	160 HKD
Sticker	50 HKD
Certificate	50 HKD
Napkin	30 HKD
Application form	20 HKD
Decoration	130 HKD
<b>Total Outflow</b>	<u>6130 HKD</u>
Cash Inflow	
Member Registration Fee (Judges)	50*70=3500 HKD
Non-Member Registration Fee (Judges)	10*80=800 HKD
Walk-In Registration fee (Judges)	10*90=900 HKD

<b>Helper Registration Fee (Member)</b>	12*20=240 HKD
<b>Helper Registration Fee (Non-Member)</b>	6*40=240 HKD
<b>Total Inflow</b>	<u>5680 HKD</u>

<b>Total Cash Flow</b>	<u>-450 HKD</u>
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## **7. Regular Activity (Purchase for You)**

### **PIC**

-FAN Yuwen

### **Objectives**

- To promote Chinese food and provide the opportunity for members to try these foods conveniently.
- To bring enjoyment to CFAS members and other people.

### **Date**

- April 24<sup>th</sup>-28<sup>th</sup>
- October 9<sup>th</sup>-13<sup>th</sup>

### **Venue**

- Our counters

### **Target Groups**

- People who are foodies or who would like to try Chinese food.

### **Content**

- Before April 23<sup>rd</sup>
  - The executive committee will contact the factories to ask for a lower price for purchasing.
- On April 24<sup>th</sup>-28<sup>th</sup>
  - All people who are interested in food we are going to purchase can register for the function. Before each purchasing function, we will let members choose two preferred products by sending them emails. We can either choose one or both to buy for the members. Also, we will send Emails with regard to purchase service to all members so as to remind them of this traditional activity of CFAS.
- On April 29<sup>th</sup>
  - PIC will contact the factories again to buy goods.
- Before May 9<sup>th</sup>
  - The executive committee will sit in counter to divide food to people who have participated (There will be a reminder email before the first sit-counter day).
- Before October 8<sup>th</sup>
  - The executive committee will contact with factory to ask for a lower price for purchasing.
- On October 9<sup>th</sup>-13<sup>th</sup>



-All people who are interested in food we are going to purchase can register for the function. Before each purchasing function, we will let members choose two preferred products by sending them emails. We can either choose one or both to buy for the members. Also, we will send Emails with regard to purchase service to all members so as to remind them of this traditional activity of CFAS.

-On October 14<sup>th</sup>

-The PIC will contact the factories again to buy goods.

-Before October 24<sup>th</sup>

-The executive committee will sit in counter to divide food to people who have participated (There will be a reminder email before the first sit-counter day).

### Preparation

Deadline	Content	PIC(s)
April 16 <sup>th</sup> - 18 <sup>th</sup>	Have a meeting to brainstorm for goods to be purchased	All ExcOs
April 16 <sup>th</sup> - 18 <sup>th</sup>	Vote for goods to be purchased, and decide which food should be purchased	All ExcOs
April 19 <sup>th</sup>	Invite all members to vote for goods by email	ZHANG Yi
April 19 <sup>th</sup>	Count the results	DU Yinwei
April 20 <sup>th</sup>	Contact with the factory for a lower price	FAN Yuwen CHANG Jiacheng
April 20 <sup>th</sup>	Book counter	ZHUANG Qinru
April 20 <sup>th</sup>	Send Email to all members to inform the results	ZHANG Yi
April 23 <sup>rd</sup>	Make Google form for registration	FAN Yuwen
April 23 <sup>rd</sup>	Promote on WeChat & Facebook	CHEN Yi
April 24 <sup>th</sup> - 28 <sup>th</sup>	Register and charge those	The one who sits counter

	who order	
<b>April 24<sup>th</sup> - 28<sup>th</sup></b>	Count and check the money	FAN Yuwen
<b>April 29<sup>th</sup></b>	Contact with the factory and purchase	FAN Yuwen
<b>April 30<sup>th</sup> - May 9<sup>th</sup></b>	Get, storage and inventory the goods	LU Xiuyuan ZHUANG Qinru
<b>April 30<sup>th</sup> - May 9<sup>th</sup></b>	Book counter	ZHUANG Qinru
<b>April 30<sup>th</sup> - May 9<sup>th</sup></b>	Send email to members to inform them to get the food	ZHANG Yi
<b>April 30<sup>th</sup> - May 9<sup>th</sup></b>	Sit counter and distribute the food	All the Excors
<b>October 3<sup>rd</sup> - 5<sup>th</sup></b>	Have a meeting to brainstorm for goods to be purchased	All Excors
<b>October 3<sup>rd</sup> - 5<sup>th</sup></b>	Vote for goods to be purchased, and decide which food should be purchased	All Excors
<b>October 6<sup>th</sup></b>	Invite all members to vote for goods by email	ZHANG Yi
<b>October 6<sup>th</sup></b>	Count the results	DU Yinwei
<b>October 7<sup>th</sup></b>	Contact with the factory for a lower price	FAN Yuwen CHANG Jiacheng
<b>October 7<sup>th</sup></b>	Book counter	ZHUANG Qinru
<b>October 7<sup>th</sup></b>	Send Email to all members to inform the results	ZHANG Yi
<b>October 8<sup>th</sup></b>	Make Google form for registration	FAN Yuwen
<b>October 8<sup>th</sup></b>	Promote on WeChat & Facebook	CHEN Yi
<b>October 9<sup>th</sup> - 13<sup>th</sup></b>	Register and charge those	The one who sits counter

	who order	
<b>October 9<sup>th</sup> - 13<sup>th</sup></b>	Count and check the money	FAN Yuwen
<b>October 14<sup>th</sup></b>	Contact with the factory and purchase	FAN Yuwen
<b>October 15<sup>th</sup> - 24<sup>th</sup></b>	Get, storage and inventory the goods	LU Xiuyuan ZHUANG Qinru
<b>October 15<sup>th</sup> - 24<sup>th</sup></b>	Book counter	ZHUANG Qinru
<b>October 15<sup>th</sup> - 24<sup>th</sup></b>	Send email to members to inform them to get the food	ZHANG Yi
<b>October 15<sup>th</sup> - 24<sup>th</sup></b>	Sit counter and distribute the food	All the Excors

#### Budget

Cash Outflow	
<b>Receipt</b>	100 HKD
<b>Food</b>	6000 HKD
<b>Total Outflow</b>	<u>6100 HKD</u>
Cash Inflow	
<b>Revenue</b>	6700 HKD
<b>Total Inflow</b>	<u>6700 HKD</u>

<b>Total Cash Flow</b>	<u>600 HKD</u>
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## 8. Promotion and Recruitment

### 8.1. Subsidiary-Committee Recruitment

#### PIC

-PAN Linfei

#### Date of Interviews

-August 29<sup>th</sup>-30<sup>th</sup>

#### Time

-10:00-18:00

#### Venue of the Interviews

-LG5 Conference Room

#### Content

-The promotion of CFAS will take place during the summer, new students can get the relevant information by attending the information sessions held by MSSSUG. Brochures about the CFAS will be handed out, and an executive committee member will introduce the CFAS with the aid of PowerPoint and video during the meeting sessions with freshman. Promotion will take place during PMP by executive committee members acting as mentors.

-Obtain the email list of freshman and send promotion emails to them.

-Distribution of folders and leaflets which include access to the interview application form.

-Interviews assessing the eligibility of the subsidiary-committee applicants.

-Selection of 26 subsidiary-committee members through interviews.

#### Preparation

Deadline	Content	PIC(s)
Spring Semester of 2016-2017	Attend the meetings of MSSSUG and stay informed of the plans of MSSSUG.	PAN Linfei TAO Shiyuan ZHUANG Xiaoyan
May 7 <sup>th</sup>	Finish final draft of the video plan	CHEN Zhuojian JIANG Bohan
May 28 <sup>th</sup>	Finish shooting the video	DU Yinwei

<b>June 23<sup>rd</sup></b>	Finish the first draft of the promotion brochures	CHEN Zhuojian JIANG Bohan
<b>June 23<sup>rd</sup></b>	Finish the first draft of the introduction email	ZHANG Yi
<b>June 29<sup>th</sup></b>	Book the LG5 conference room for interviews, rehearsal and the first meeting with subcoms.	ZHUANG Qinru
<b>June 30<sup>th</sup></b>	Finish the second draft of the brochures	CHEN Zhuojian JIANG Bohan
<b>June 30<sup>th</sup></b>	Finish the final draft of introduction email	ZHANG Yi
<b>July 7<sup>th</sup></b>	Finish the third draft of the brochures	CHEN Zhuojian JIANG Bohan
<b>July 20<sup>th</sup></b>	Finish the first draft of interview questions	All ExcOs
<b>August 1<sup>st</sup></b>	Finish the final draft of interview questions	All ExcOs
<b>August 14<sup>th</sup></b>	Create the online application form	DU Yinwei
<b>August 22<sup>nd</sup></b>	Print the brochures	LU Xiuyuan
<b>August 26<sup>th</sup></b>	Rehearsal	All ExcOs
<b>August 30<sup>th</sup> - 31<sup>st</sup></b>	Interview	All ExcOs
<b>September 1<sup>st</sup></b>	First meeting with the Subsidiary-Committee	All ExcOs

#### Budget

Cash Outflow	
Brochure	100 HKD
Leaflet	703 HKD
Easy-Stand	78 HKD

<b>Application Forms</b>	30 HKD
<b>Nameplate</b>	5 HKD
<b>Guidepost</b>	6 HKD
<b>Total Outflow</b>	<u>822 HKD</u>

<b>Total Cash Flow</b>	<u>-822 HKD</u>
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## **8.2. Orientation Week**

### **PIC**

-PAN Linfei

### **Objectives**

- To promote and introduce the CFAS and the 13<sup>th</sup> Executive Committee to new first-year students.
- To recruit new members and expand the influence of the CFAS
- To promote the upcoming functions of the CFAS Week

### **Date**

-September 4<sup>th</sup>-8<sup>th</sup>, September 11<sup>th</sup>-15<sup>th</sup>

### **Time**

-9:00-18:00

### **Venue**

- CFAS Counter
- Atrium

### **Expected Number of Members**

- 160 Full Members
- 5 Two-Year Members
- 10 One-Year Members
- 30 Exchange Members

### **Registration Fee**

- Full Member: 160 HKD
- Two-Year Member: 100 HKD
- One-Year Member: 60 HKD
- Exchange Member: 50 HKD

### **Content**

- Recruitment of new members
- Hand out souvenir packages to new full members
- Hand out welfare during the weeks
- Sell society T-shirts and society papers, society folders and other souvenirs

## Preparation

Deadline	Content	PIC(s)
June 27 <sup>th</sup>	Finish first draft of the society T-shirt	ZHUANG Xiaoyan
June 27 <sup>th</sup>	Finish the first draft of the banner	JIANG Bohan
June 31 <sup>st</sup>	Finish the second draft of the banner	JIANG Bohan
July 4 <sup>th</sup>	Finish the second draft of the society T-shirt	ZHUANG Xiaoyan
July 11 <sup>th</sup>	Finish the final draft of the society T-shirt	CHEN Zhuojian JIANG Bohan
June 27 <sup>th</sup>	Finish the first draft of society paper and folder	CHEN Zhuojian JIANG Bohan
June 25 <sup>th</sup>	Brainstorm the souvenirs to be included in the packages	All ExcOs
July 2 <sup>nd</sup>	Brainstorm again souvenirs to be included in the packages	All ExcOs
July 7 <sup>th</sup>	Confirm the souvenirs to be included in the packages	All ExcOs
July 30 <sup>th</sup>	Order the materials	FAN Yuwen
July 30 <sup>th</sup>	Purchase the society T-shirts	FAN Yuwen

## Budget

Cash Outflow	
Society Paper	750 HKD
Society T-Shirt	1800 HKD
Society Folder	1920 HKD
Souvenir	1500 HKD
Total Outflow	<u>5970 HKD</u>
Cash Inflow	
Full Membership Fee	160*160 = 25600 HKD
Two-Year Membership Fee	5*100 = 500 HKD



<b>One-Year Membership Fee</b>	10*60 = 600 HKD
<b>Exchange Membership Fee</b>	30*50 = 1500 HKD
<b>Society Paper</b>	500 HKD
<b>Total Inflow</b>	<u>28700 HKD</u>

<b>Total Cash Flow</b>	<u>22730 HKD</u>
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## **9. Information Session**

### **PIC**

-PAN Linfei

### **Objectives**

- To assemble students who show interest in running CFAS during session 2018-2019 as the 14th executive committee.
- To let them know about CFAS and give them a better understanding of CFAS's goals and structure.
- To introduce each position respectively to help them know better about their choices when they choose positions.
- To share the experience of the 13<sup>th</sup> executive committee and the feeling about holding this society with them so as to let them understand the responsibility and meaning of running CFAS.
- To help them prepare for the construction of next session during winter time.

### **Date**

-November 12<sup>th</sup> (Sun.)

### **Time**

-15:00-17:00

### **Venue**

-LG5 Conference Room

### **Target Groups**

- All full members who are interested in being a member of the next nominated cabinet

### **Notes**

- An introduction manual should be written consisting of most of the functions we hold in the previous year and a rough explanation of the jobs and responsibility of different positions.
- The aim is to allow the participants to understand the functioning of the society.

### **Rundown**

-13:50-14:20

-ZHUANG Qinru will be in charge of putting up the guideposts.

-14:20-14:50

-The executive committee will arrive.

-The executive committee will go through the whole process with the PPT in the charge of DU Yinwei

-DU Yinwei will make sure that the projector, the sounding system and microphones are usable.

-14:50-15:00

-Participants will arrive and take seats.

-CHEN Yi and ZHUANG Qinru will distribute the manual to participants.

-15:00-16:30

-Information Session will begin as planned.

-PAN Linfei will introduce the society, the cabinet, and the election.

-All excos will briefly introduce their daily jobs, responsibility as well as their gains from their posts

-16:30-16:45

- A Q&A session will be held and participants will be allowed ask the corresponding excos questions about their posts.

-16:45-16:55

-PAN Linfei will announce the end of the Information Session.

-Participants who still have questions can stay and continue to consult the corresponding ExcOs .

-16:55-17:00

-Participants will leave and ExcOs will clean up the venue.

### Preparation

Deadline	Content	PIC(s)
October 8 <sup>th</sup>	Discuss and plan the content of video	PAN Linfei ZHANG Yi
October 10 <sup>th</sup>	Finish the first version of the manual	CHEN Zhuojian JIANG Bohan
October 12 <sup>th</sup>	Book the venue	ZHUANG Qinru
October 17 <sup>th</sup>	Finish the second version of the manual	CHEN Zhuojian JIANG Bohan
October 17 <sup>th</sup>	Draft the first version of the PPT slides	PAN Linfei
October 20 <sup>th</sup>	Collect what each Exco wants to say on the manual	ZHANG Yi

<b>October 21<sup>st</sup></b>	Finish the introduction video	DU Yinwei
<b>October 21<sup>st</sup></b>	Finish the final version of the manual	CHEN Zhuojian JIANG Bohan
<b>October 22<sup>nd</sup></b>	Place the printed pages in order in the manual	LU Xiuyuan
<b>October 24<sup>th</sup></b>	Draft the first version of the poster	CHEN Zhuojian JIANG Bohan
<b>October 24<sup>th</sup></b>	Finalize the PPT slides	PAN Linfei
<b>October 28<sup>th</sup></b>	Finish the first version of the introduction video	CHEN Zhuojian JIANG Bohan
<b>October 31<sup>st</sup></b>	Finish the final version of the poster	CHEN Zhuojian JIANG Bohan
<b>October 31<sup>st</sup></b>	Draft the first the promotion Email and the reminder	CHEN Yi
<b>November 5<sup>th</sup></b>	Finish the final version of the introduction video	DU Yinwei
<b>November 5<sup>th</sup></b>	Finalize the words for each Excors in PPT	All Excors
<b>November 7<sup>th</sup></b>	Finalize the promotional email and the reminder	CHEN Yi
<b>November 10<sup>th</sup></b>	Send the promotional email	CHEN Yi
<b>November 10<sup>th</sup></b>	Print and put up the posters	LU Xiuyuan ZHUANG Qinru
<b>November 10<sup>th</sup></b>	Hold the rehearsal	PAN Linfei
<b>November 11<sup>th</sup></b>	Send the reminder email	CHEN Yi
<b>November 12<sup>th</sup></b>	Prepare the guideposts and other things	LU Xiuyuan ZHUANG Qinru

**Budget**

<b>Cash Outflow</b>	
<b>Poster</b>	10 HKD
<b>Manual</b>	50 HKD
<b>Guideposts</b>	10 HKD
<b>Total Outflow</b>	<u>70 HKD</u>

<b>Total Cash Flow</b>	<u>-70 HKD</u>
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## 10. Gift Distribution

### PIC

-FAN Yuwen

### Objectives

- To promote Chinese Folk Art Society in HKUST
- To distribute gifts as welfare to CFAS members to show our care for them
- To attract more HKUST students to become our members

### Date

-November 27<sup>th</sup>- December 1<sup>st</sup>

### Time

-9:00-18:00

### Venue

-CFAS Counter

### Target

-All CFAS members

### Preparation

Deadline	Content	PIC(s)
October 1 <sup>st</sup>	Book the venue	ZHUANG Qinru
October 29 <sup>th</sup>	Finish the first draft of easy-stand	CHEN Zhuojian JIANG Bohan
November 5 <sup>th</sup>	Finish the second draft of easy-stand	CHEN Zhuojian JIANG Bohan
November 6 <sup>th</sup>	Purchase the gifts	FAN Yuwen
November 12 <sup>th</sup>	Finish the first draft of the WeChat article	CHEN Yi
November 12 <sup>th</sup>	Finish the first draft of the promotion email	ZHANG Yi

<b>November 12<sup>th</sup></b>	Finish the final draft of the easy-stand	CHEN Zhuojian JIANG Bohan
<b>November 13<sup>th</sup></b>	Order the easy-stand	LU Xiuyuan
<b>November 19<sup>th</sup></b>	Finish the second draft of the WeChat article	CHEN Yi
<b>November 19<sup>th</sup></b>	Finish the second draft of the promotion email	ZHANG Yi
<b>November 20<sup>th</sup></b>	Promote by WeChat and email	CHEN Yi

### Budget

<b>Cash Outflow</b>	
<b>Gifts</b>	13000 HKD
<b>Shipping Cost</b>	500 HKD
<b>Easy-Stand</b>	78 HKD
<b>Total Outflow</b>	<u>13578 HKD</u>
<b>Total Cash Flow</b>	<u>-13578 HKD</u>

## **11. Total Budget**

Due to the uncertainty of future expenses, the budget presented in the above sections is only an estimate. The comprehensive financial reports will be available at the end of session 2017-2018.

## **12. Handover**

The executive committee will prepare for the annual general meeting and other handover issues after the end of the last function. The nominated cabinet will be carefully observed and assessed. The executive committee shall not provide additional assistance to the nominated cabinet. The handover shall be completed in early March.