

Year Plan

**Chinese Folk Art Society, HKUSTSU
Session 2020-2021**

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1. Introduction

Chinese Folk Art Society (CFAS), founded in 2004 by mainland students in Hong Kong University of Science and Technology, now aims to spread the beauty of Chinese culture and grow students' interest in Chinese folk art through its innovative and entertaining activities. These activities aim to link members from different cultures, provide new perspectives for interpreting Chinese culture and arts, while serving an enjoyable experience. Through sustained efforts, CFAS has become one of the most influential societies in HKUST. Moving forward, CFAS will strive to better serve its members with quality activities and memorable events.

2. Mission

2.1. Overall Mission Statement

The mission of the Chinese Folk Art Society, which has been handed down for more than ten years, is to make every effort to represent and serve its members as well as show the beauty of Chinese art. In the first year of the 2020s, the main idea of the 16th Executive Committee of CFAS is “Adventurous”, aiming at providing our members with unique activities with both creative style and meaningful theme. As adventurers, we are brave to overcome the challenges lying ahead. What’s more, we hope to build a bridge between mainland students, local students and international students, to bring the Chinese folk art on the world stage. Besides, the 16th Executive Committee will provide a platform where members from different backgrounds can get the latest information about the activities carried on. Specifically, the 16th Executive Committee will make use of the online platforms, including WeChat, Facebook, CFAS website and Instagram, to promote Chinese culture and itself. In conclusion, CFAS will also keep developing itself and attracting new members from all backgrounds.

2.2. For Mainland Students

Chinese Folk Art Society, which aims at protecting and propagating Chinese folk art, plays an important role in increasing the sense of belonging and recognition of mainland students. In the

following year, CFAS wishes to help first-year students adapt the university life in Hong Kong quickly and keep providing colorful life for all mainland students. By carrying on various interesting activities, CFAS can enrich their school lives and provide a free platform for them to meet new friends, exchange ideas and learn more knowledge about Chinese culture.

2.3. For Local Students

On the local students' level, the mission of the Chinese Folk Art Society is not only to bridge the culture gap between local and mainland students, but also to help local students have a better understanding of the Chinese traditional culture. By participating in CFAS's activities, it can be easier for them to build a good relationship with students from all cultural backgrounds.

2.4. For International Students

To widely promote traditional Chinese culture and attract more students from different countries, the 16th Executive Committee will strive to ensure the participation and motivation of international students. So far, international students are generally interested in our activities, which give them a great way to learn Chinese culture. Through participating in activities held by the 16th Executive Committee, they can make more friends and cognize more details about the local university culture.

3. Executive Committee

3.1. Responsibility

It is the obligation of the 16th Executive Committee to develop Chinese Folk Art Society and represent its members. Every member of the Executive Committee will be committed to protecting the interests of the society and members.

3.2. Positions

The 16th Executive Committee of Chinese Folk Art Society consists of fifteen students who were admitted to HKUST in fall, 2019.

Position	Name
President	HE Chenxi 何晨茜
Internal Vice-President	WANG Yinan 王藝楠
External Vice-President	WONG Ka Ki 黃嘉琪
Internal Secretary	YANG Mu 楊牧 ZHU Chengcheng 朱誠成
External Secretary	ZHENG Yufei 鄭昱霏
Financial Secretary	CHEN Yi 陳怡
Marketing Secretary	DONG Jiaqi 董佳淇 MA Jianheng 馬健衡
General Secretary	TANG Zichen 湯子宸 WU Yi 吳易
Promotion Secretary	CHAN Kwan Kiu 陳君喬 FU Zixuan 傅子軒
IT Secretary	TU Yifan 塗一凡
Public Relation Secretary	SUN Run 孫潤

4. Promotion and Communication

4.1. Promotion

Promotion is critical in raising awareness, attracting participants and expanding the impact of events. This is therefore a very important and much-needed part of the work of the 16th Executive Committee.

The methods of promotion include the following:

4.1.1. COUNTER

The Executive Committee will establish a counter featuring a distinguishing logo to present the place for registration clearly.

4.1.2. POSTERS, LEAFLETS, EASY-STANDS AND BANNERS

The promotion secretary is obliged to design posters, leaflets, easy-stands and banners and the chief secretary is obliged to print them. These promotional materials will be used as brief descriptions and advertisements for the function.

4.1.3. VIDEOS

Video plays an important role in promoting function and society itself. The Promotional Secretary is responsible for the overall design of the video, and the IT Secretary is responsible for filming.

4.2. Communication with Members

As regular communication is essential for a society, Chinese Folk Art Society will reach its members through the following means:

4.2.1. EMAIL

As a notice or reminder of an upcoming event, an email written by the Internal Secretary will be sent from the official CFAS email address, to be proofread and approved by all Executive Committee members.

4.2.2. WECHAT PUBLIC PLATFORM

The Public Relation Secretary is responsible for running and developing the WeChat public platform of CFAS. The WeChat public platform is one of the main ways that CFAS promotes its activities and disseminates the latest news to its members, especially mainland students.

4.2.3. FACEBOOK AND INSTAGRAM

The Public Relation Secretary is responsible for running and developing the Facebook page and the Instagram account of CFAS. The Facebook page and the Instagram account will firstly serve as platforms for posting photographs and information of past activities, as well as introducing the upcoming functions and promoting the society itself.

4.2.4. THE OFFICIAL WEBSITE OF CFAS

The IT Secretary is responsible for running and developing the official website of CFAS. Official documents and lookbacks of the past activities will be posted.

5. Fund

The main source of financial support for the operation of CFAS this year will be its member fees. Partial financial support will come from the university and sponsors.

6. Activity

Activity		Time	Venue	PIC and VPICs
A case in emails		May 6 th -May 10 th	Online via a website	TU Yifan MA Jianheng TANG Zichen
Trip to Chengdu		June 4 th -June 12 th	Chengdu	WANG Yinan CHAN Kwan Kiu ZHENG Yufei
CFAS Week	Wooden Architecture DIY	September 15 th	Common Room 1+2	ZHU Chengcheng YANG Mu ZHENG Yufei
	Till the End	September 18 th	Common Room 1+2+3	CHEN Yi MA Jianheng YANG Mu
	Trip to Cheung Chau	September 19 th	Cheung Chau	WONG Ka Ki FU Zixuan SUN Run WU Yi
Inauguration Ceremony		September 24 th	LT-B	HE Chenxi WANG Yinan WONG Ka Ki
Bamboo Weaving Workshop		October 15 th	Common Room 1+2	DONG Jiaqi WONG Ka Ki ZHU Chengcheng
A Bite of The World		November 20 th	TBC	TANG Zichen DONG Jiaqi WU Yi

6.4.1. A Case In Emails 飞鸽密语

PIC

- TU Yifan

VPIC

-MA Jianheng

-TANG Zichen

Objectives

- To provide participants with a fresh experience that combines traditional Chinese culture with modern technology
- To provide participants with an entertaining detective game
- To offer participants some leisure and entertainment under the heavy academic pressure
- To attract members and non-members' attention to enlarge the popularity of Chinese Folk Art Society

Date

-May 6th - May 10th (Wed.-Sat.)

Time

-Activity through email, flexible activity time

Venue

-Online via website and emails

Target group

- Students who are willing to learn more about Chinese culture
- Students who are interested in detective games
- Students who are interested in interactive storytelling

Expected number of participants

-Member and non-member: 80

Registration Fee

-Free

Content:

1. Promotion Methods

- Post on the Internet (Facebook, Instagram, Website and WeChat)
- Pre-game promotion through email
 - Teaser email with small sections of puzzles and story
 - Custom design email arts and layouts

2. Registration

- Participants will be registering through links provided in emails, or social media posts.
- They will be able to enter their HKUST email address (ending in @connect.ust.hk) to sign up for the event

3. Check-in

- The game will automatically start on time

4. Game flow

The detective game will take place via email, but not limited to emails. We will hide hints and traces in various places on our official website, social media and video websites (like YouTube / Bilibili)

Every day during the event, we will send out hints to participants via email, using the email address they provided.

Every day we will also release some questions to be answered. They can enter their responses through links provided in their email. We will automatically record their responses and time stamps.

After all the answers are collected, we will score all the answers against a prepared marking scheme. We will then announce the final result, marking scheme and the final winners.

5. Awards

There will be awards provided to participants with top rankings and small prizes for all participants (like coupons for later CFAS events). The detail of the awards will be determined during a meeting later on based on our supply of existing prizes.

Rundown

-May 6th

-19:00

- YANG Mu and TU Yifan will send out the first email with some hints and puzzles.

-May 7th - May 10th

- Everyday YANG Mu and TU Yifan will send out more emails with hints and puzzles.

-May 10th

-20:00

- Winners will be announced through email, along with prize distribution methods.

-May 11th

-21:00-22:00

- TU Yifan will hold an evaluation meeting.

Preparation

Preparation Deadline	Content	PIC(s)
April 12 th	Conduct Meeting to allocate	All ExcOs

	roles (writer, artists, programmer), Decide the overall story structure, topic, and awards. Decide deadlines for writers, artists and programmers	
April 23rd	First draft of stories.	SUN Run WANG Yinan HE Chenxi FU Zixuan MA Jianheng YANG Mu
April 23rd	First draft of promotion materials.	SUN Run CHAN Kwan Kiu
April 23rd	First draft the website for sign-up and answer collection	TU Yifan
April 23rd – April 30th	Testing the website and game flow, edit the story and debug the email sending system	All ExcOs
April 27rd	Final draft of stories.	SUN Run WANG Yinan HE Chenxi FU Zixuan MA Jianheng YANG Mu
April 27rd	Final draft of promotion materials.	SUN Run CHAN Kwan Kiu
April 27rd	Final draft the website for sign-up and answer collection	TU Yifan
April 30th	The beginning of the promotion period, start releasing promotional materials	SUN Run YANG Mu
May 6th	Send first emails	YANG Mu TU Yifan
May 6th – May 10th	Send emails	YANG Mu TU Yifan
May 6th – May 10th	Collect the results, Mark the results	All ExcOs
May 10th	Officially announcing ranking results and give awards to the winner	All ExcOs

Budget

Cash Outflow	
First Prize(Kindle)	663 HKD
Second Prize	200 HKD
Third Prize	100 HKD
Total Outflow	<u>963HKD</u>
Cash Inflow	
No cash in flow	
Total Inflow	<u>963 HKD</u>

Total Cash Flow	<u>-963HKD</u>
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6.2. Trip to Chengdu 藝探锦城

PIC

-WANG Yinan

VPIC

-CHAN Kwan Kiu

-ZHENG Yufei

Objectives

- To acquaint participants with ancient Chinese culture of Chengdu
- To have fun after a long term of study
- To provide a platform for participants to make more friends in HKUST
- To present various unique Chinese cuisine cultures to participants

Date

-June 22nd - June 29th

Venue

-Chengdu

Target Groups

- All students who have interests in the trip and have spare time in this summer vacation
- All students who are interested in the culture and beautiful scenery in Chengdu
- All students in HKUST who want to make more friends

Expected Number of Participants

- 32 (including the Executive Committee)
- Member: 30 (including 15 ExcOs)
- Non-member: 2

Registration Fee

- Member: 3400 HKD
- Non-member: 3600 HKD
- No walk-in

*1000 HKD should be paid as a down payment after registration. (If the participant cannot participate in the trip, only part of the deposit can be returned.)

Content

1. Promotion and Recruitment

- Email, WeChat and Facebook promotion: May 12th (Tue.)
- Counter, poster, and leaflet promotion: May 13th (Wed.)-20th (Wed.)

2. Information session

- Time: May 20th (Wed.)
- Language: Mandarin
- Venue: LG5 Conference Room
- Main points: The route of the trip and the charging details of the trip
- Objectives: To explain the details of the trip to the participants and encourage participants to join our trip

Travel Route

-Day I

- Morning: Take the airplane to Chengdu Shuangliu International Airport
- Afternoon: Check-in at the hotel around Tianfu Square. Then, play an icebreaking game and go to Chunxi road. (Take group photos)
- Evening: Have dinner (hot pot) at Chunxi Road. Introduce ifs and Taikoo Li
- Night: Briefly introduce the route of the trip

-Day II

- Morning: Eat breakfast in the hotel, then go to the Jinsha Site Museum from 9:00 to 14:30 by bus. Everyone can visit the museum freely after the introduction period
- Lunch: Eat inside or outside of the museum (CFAS will not offer this lunch)
- Afternoon: Visit Du Fu's Thatched Cottage from 15:40 to 17:40
- Dinner: Have dinner at Kuixinglou Road
- Evening: Visit Kuan Zhai Zane for about two hours and go to Panda Post (a special office) after that. Then go back to the hotel

-Day III

- Morning: Visit Panda Base after eating breakfast from 9:00 to 14:00 (we will offer some snacks)
- Afternoon: Eat lunch (Sichuan cuisine) around Wuhou Temple and visit Wuhou Temple
- Evening: Eat dinner at Jin Li Ancient Street. Everyone can choose what they want to eat
- Night: Visit Jin Li Ancient Street. Then go back to the hotel

-Day IV

- Morning: Breakfast. Then go to Dujiangyan and set out by bus at 7:30. Check-in at the hotel at around 10:00
- Noon: Have lunch in the ancient town
- Afternoon: Then go to Dujiangyan Irrigation System to appreciate its beauty
- Evening: Have traditional cuisine around. Participants can choose to enjoy a hot spring or have BBQ around (both need extra payment). After dinner, bus will pick up all participants together and head back to the hotel

-Day V

- Morning: Have breakfast, Then go to Mt.Qingcheng at 10:00
- Noon: Have lunch at the foot of the mountain at 11:00
- Afternoon: Then go to Mt.Qingcheng to appreciate its beauty
- Evening: Have traditional cuisine around as dinner at 17:00. Then go back to Chengdu's hotel
- Night: Go to KTV located at Chunxi Road

-Day VI

- Morning: Have Breakfast, then go to The People's Park from 8:00 to 10:00 after breakfast and experience the slow-paced lifestyle of Chengdu. The participants may choose to have a boat trip or have a taste of tea in the park. Then, enjoy beautiful lotus in Sichuan University (Huaxi campus or Wangjiang campus) and go to Wang Jiang building to admire ancient architecture
- Noon: Have lunch at Huaxi at around 11:30
- Afternoon: Walk around Yulin road and take pictures with some famous landscapes
- Evening: Have dinner at Yulin Road (Yulin Chuanchuanxiang or Qinglong street restaurant)
- Visit Quintai road at around 6. Watch Sichuan opera nearby from 19:00 to 20:00. Then, walk along Quintai road and walk back to the hotel from Sima Xiangru's statue along Funan River site

-Day VII

- Morning: go to Wenshu Monastery by bus at 10:00
- Noon: Have vegetarian feast near Wenshu Monastery

-Afternoon: Have fun around Jianshe Road, a place there with lots of delicious food
 -Evening: Have Dinner around Jiu Yan Bridge, then then enjoy the night sight of Jin river on a boat.
 Finally, we will throw an end-trip party

-Day VIII

-Morning: Breakfast (or have a nice sleep). Then take the tour bus back to Chengdu Shuangliu International Airport

Preparation

Deadline	Event	PIC(s)
December 22 nd - January 20 th	Contact the travel agency, and submit our proposed destinations	WANG Yinan ZHENG Yufei CHAN Kwan Kiu
December 22 nd - January 20 th	Ask for a probable plan, and check some of its details	WANG Yinan ZHENG Yufei CHAN Kwan Kiu
January 11 th	Finish the first draft of the route	WANG Yinan
February 26 th - March 2 nd	Arrange transportation from HKUST to SZX International Airport	WANG Yinan
March 18 th	Book venue for counter and the information session	TANG Zichen
May 1 st	Finish the first draft of the leaflet and poster	CHAN Kwan Kiu
May 1 st	Finish the first draft of email, WeChat and Facebook	SUN Run

	promotion	ZHENG Yufei
May 5th	Finish the second draft of the leaflet	CHAN Kwan Kiu
May 5th	Finish the second draft of email, WeChat and Facebook promotion	SUN Run ZHENG Yufei
May 8th	Finish the final draft of the leaflet and poster	CHAN Kwan Kiu
May 8th	Get the disclaimer and the registration form	WANG Yinan
May 8th	Finish the final draft of email, WeChat and Facebook promotion	SUN Run ZHENG Yufei
May 10th	Conduct the rehearsal of the information session	WANG Yinan ZHENG Yufei CHAN Kwan Kiu
May 11th	Send the final draft of email, WeChat and Facebook promotion	SUN Run ZHENG Yufei
May 12th	Arrange the timetable for counter-sitting and promoting	YANG Mu ZHU Chengcheng
May 14th	Finish the application Google form	TU Yifan
May 14th	Finish the first draft of information session PPT	SUN Run TU Yifan

May 12th	Put up posters	WU Yi
May 17th	Finish the final version of information session PPT	TU Yifan WANG Yinan
May 13th-17th	Sit counter and promote	All ExcOs
May 17th	Finish the first draft of the routine for the information session	WANG Yinan
May 20th	Finish the final draft of the routine for the information session	WANG Yinan
May 20th-24th	Sit counter and promote	All ExcOs
May 21st	Print the routine for the information session	WU Yi
May 22nd	Hold the information session	WANG Yinan
May 26th	Finish the first draft of the in-trip guidance	ZHENG Yufei
May 26th	Finalize the disclaimer	CHAN Kwan Kiu ZHENG Yufei
May 26th	Send an email to remind participants to transfer money to the CFAS account before May 16 th and confirm the number of participants (full payment is required)	ZHENG Yufei

May 26th	Book tickets for departure before April 28 th	WANG Yinan
May 30th	Finish the second draft of the in-trip guidance	ZHENG Yufei
May 30th	Sign contract with the travel agency	WANG Yinan
June 1st	Finish the final draft of the group designation	SUN Run ZHENG Yufei
June 6th	Finish the final draft of the in- trip guidance	ZHENG Yufei
June 19th	Finish the final draft of the jobs of all Excors during the trip	CHAN Kwan Kiu WANG Yinan
June 20th	Send the reminder emails for the departure	ZHENG Yufei
June 21th	Print the in-trip guidance	CHAN Kwan Kiu
June 29th	Review the trip	WANG Yinan

Budget

Cash Flow	
Hotel's Fee	32*1500HKD=48000 HKD

Receipt	10 HKD
Registration Form	20 HKD
Insurance's Fee	$32 \times 60 = 1920$ HKD
First Aid Kit	100 HKD
Game Material	100 HKD
Charter Fee	$7 \times 1600 = 11200$ HKD
Print Cost	20 HKD
Cost of meal	$32 \times 900 = 28800$ HKD
Attractions tickets	$32 \times 520 = 14880$ HKD
Total Outflow	<u>105050 HKD</u>
Cash Inflow	
Member Registration Fee	30×3400 HKD = 102000 HKD
Non-member Registration Fee	2×3600 HKD = 7200 HKD
Total Inflow	<u>109200 HKD</u>
Total Cash Flow	<u>4159 HKD</u>

Trip to Harbin (back-up for Trip to Chengdu) 藝探冰城

PIC

-WANG Yinan

VPIC

-CHAN Kwan Kiu

-ZHENG Yufei

Objectives

- To acquaint participants with ancient Chinese culture of Harbin
- To have fun after a long term of study
- To provide a platform for participants to make more friends in HKUST
- To present various unique Chinese cuisine cultures to participants

Date

-December 23rd -29th

Venue

-Harbin

Target Groups

- All students who have interests in the trip and have spare time in this winter vacation
- All students who are interested in the culture and beautiful scenery in Harbin
- All students in HKUST who want to make more friends

Expected Number of Participants

- 32 (including the Executive Committee)
- Member: 30 (including 15 Excors)
- Non-member: 2

Registration Fee

- Member: 4500 HKD
- Non-member: 4700 HKD
- No walk-in

*1000 HKD should be paid as a down payment after registration. (If the participant cannot participate in the trip, only part of the deposit can be drawn back.)

Content**1. Promotion and Recruitment**

- Email, WeChat and Facebook promotion: October 19th (Mon.)
- Counter, poster, and leaflet promotion: Oct 20th (Tue.)- Oct.30th (Fri.)

2.Information session

- Time: Oct 28th (Wed.)

- Language: Mandarin
- Venue: LG5 Conference Room
- Main points: The route of the trip and the charging details of the trip
- Objectives: To explain the details of the trip to the participants and encourage participants to join our trip

Travel Route

Day I

- Morning: Take bus to Shenzhen Bao'an International Airport in UST at 7:30. Take the airplane to Harbin Taiping International Airport
- Evening: Check-in at the hotel around central street (中央大街) and have dinner at central street and take group photos
- Night: play icebreaking games in hotel

-Day II

- Morning: Eat breakfast, then go to Flood control monument (防洪胜利纪念塔) Stalin Park, and Sun island by taking Songhua River cableway
- Afternoon: Have lunch around and visit Sun island (Ice and snow art museum and squirrel Island)
- Evening: See sunset in Songhua River, eat dinner in central street, then visit central street
- Night: back to hotel

-Day III

- Morning: Eat breakfast
- Afternoon: Eat lunch, then go to the Siberian Tiger Park
- Evening: Go to Harbin Grand Theatre and watch a play. Have lunch around
- Night: Go back to Central Street and back to hotel

-Day IV

- Morning: Eat breakfast. Then go to visit Confucian Temple
- Afternoon: Visit Arab Square and have lunch around. Visit Chinese Baroque. Then go to visit Saint Sophia Cathedral
- Evening: Visit and have lunch at Sophia Square
- Night: Go back to the hotel

-Day V

- Morning: Wake up at around 9:40am to 10am, have breakfast at the hotel
- Noon: Have lunch at 11:00 am then go to highway bridge of Songhua River and spend half an hour at the glass skywalk
- Afternoon: Go to Harbin Ice and Snow World at 12:00pm
- Night: Back to the hotel by bus at 20:00pm

-Day VI

- Morning: Have breakfast at the hotel and go to Volga Manor Ski Resort
- Afternoon: Skiing after having lunch at the Volga Manor Ski Resort

-Evening: Back to Harbin urban area and have dinner there

-Night: Go back to the hotel and have a good rest

-Day VII

-Morning: Breakfast (or have a nice sleep). Then take the tour bus back to Harbin Taiping International Airport

Preparation

Deadline	Content	PIC(s)
June12 nd - June20 th	Contact the travel agency, and submit our proposed destinations	WANG Yinan ZHENG Yufei CHAN Kwan Kiu
June12 nd - June20 th	Ask for a probable plan, and check some of its details	WANG Yinan ZHENG Yufei CHAN Kwan Kiu
June25 th	Finish the first draft of the route	WANG Yinan
June 26 th -30 th	Arrange transportation from HKUST to SZX International Airport	WANG Yinan
July 1 st	Book venue for counter and the information session	TANG Zichen
September27 th	Finish the first draft of the leaflet and poster	CHAN Kwan Kiu
September27 th	Finish the first draft of email, WeChat and Facebook promotion	SUN Run YANG Mu
October 4 th	Finish the second draft of the leaflet and poster	CHAN Kwan Kiu
October 4 th	Finish the second draft of email, WeChat and Facebook promotion	SUN Run YANG Mu
October 5 th	Finish the final draft of the leaflet and poster	CHAN Kwan Kiu
October 7 th	Get the disclaimer and the registration form	WANG Yinan
October 7 th	Finish the final draft of the leaflet and poster	CHAN Kwan Kiu
October 7 th	Finish the final draft of email, WeChat and Facebook promotion	SUN Run YANG Mu

October 10th	Conduct the rehearsal of the information session	WANG Yinan ZHENG Yufei CHAN Kwan Kiu
October 14th	Send the final draft of email, WeChat and Facebook promotion	SUN Run YANG Mu
October 15th	Arrange the timetable for counter-sitting and promoting	YANG Mu ZHU Chengcheng
October 17th	Finish the application Google form	ZHU Chengcheng
October 17th	Finish the first draft of information session PPT	SUN Run TU Yifan
October 17th	Put up posters	WU Yi
October 19th	Finish the final version of information session PPT	TU Yifan WANG Yinan
October 20th -30th	Sit counter and promote	All ExcOs
October 23th	Finish the first draft of the routine for the information session	WANG Yinan
October 27th	Finish the final draft of the routine for the information session	WANG Yinan
October 27th	Print the routine for the information session	WU Yi
October 28th	Hold the information session	WANG Yinan
October 31st	Finish the first draft of the in-trip guidance	ZHENG Yufei
November 18th	Send an email to remind participants to transfer money to the CFAS account before May 16th and confirm the number of participants (full payment is required)	ZHENG Yufei YANG Mu
November 28th	Book tickets for departure before November 28 th	WANG Yinan
November 30th	Finish the second draft of the in-trip guidance	ZHENG Yufei
November 30th	Sign contract with the travel agency	WANG Yinan
November 30th	Finish the final draft of the group designation	SUN Run ZHENG Yufei

December 5th	Finish the final draft of the in-trip guidance	ZHENG Yufei
December 20th	Finish the final draft of the jobs of all Excocs during the trip	CHAN Kwan Kiu WANG Yinan
December 20th	Send the reminder emails for the departure	YANG Mu
December 22nd	Print the in-trip guidance	CHAN Kwan Kiu WU Yi
December 29th	Review the trip	WANG Yinan

Budget

Cash Outflow	
Poster	45 HKD
Leaflet	295HKD
Hotel's Fee	$1500 \times 32 = 48000$ HKD
Fee for Flight (SZX-HRB)	32×1100 HKD = 35200 HKD
Receipt	10 HKD
Registration Form	20 HKD
Insurance's Fee	$32 \times 60 = 1920$ HKD
First Aid Kit	100 HKD
Game Material	100 HKD
Charter Fee	$6 \times 900 + 1400 = 6800$ HKD
Preparing Cost	300 HKD
Shipping Fee	100 HKD
Print Cost	20 HKD
Cost of meal	$3840 \times 6 = 23040$ HKD

Attractions tickets	32*900 =25600HKD
Total Outflow	<u>141550HKD</u>
Cash Inflow	
Member Registration Fee	30*4500 HKD = 135000 HKD
Non-Member Registration Fee	2*4700 HKD = 9400 HKD
Total Inflow	<u>144400 HKD</u>
Total Cash Flow	<u>2850HKD</u>

6.3. CFAS Week “藝脈相承”主题周

PIC

-HE Chenxi

VPIC

-CHEN Yi

-WONG Ka Ki

-ZHU Chengcheng

Objectives

- To provide participants diversity of traditional Chinese culture
- To provide a chance for students to use their abilities in different activities including puzzles and questions
- To encourage participants to socialize with each other and make new friends
- To take participants on a meaningful trip to the Cheung Chau that allows a better understanding of fishing culture
- To enlarge the influence of Chinese Folk Art Society

Date

-September 15th (Tue.), September 17th (Thu.) and September 19th (Sat.)

Target Groups

-Members of Chinese Folk Art Society

- Students who are interested to be a member of Chinese Folk Art Society
- Students who want to learn more about different culture in China
- Students who want to explore more about Hong Kong

Promotion Plan

-August 31st (Mon.)- September 4th (Fri.) and September 7th (Mon.)-11th (Fri.)

Venue

-CFAS counter, Atrium

Promotion Methods

- Banner
- Leaflet
- Poster
- Easy-stand
- Big decoration
- Post on the Internet (Facebook, WeChat, Instagram)
- Email

Banner List

Position	Amount	Size (m²)
Top of bridge-link of Hall 1	34	0.5*1.3
Top of bridge-link of Hall 2	24	0.5*1.3
Both sides of bridge-link of Hall 1	36	0.5*1.3
Both sides of bridge-link of Hall 2	26	0.5*1.3
Academic building (Atrium)	14	4*4
Total Area	302	

Notes

- All functions will be promoted along with the membership of the society.
- The 16th Executive Committee will recruit members from different backgrounds to increase the diversity of the participants

Preparation

Deadline	Content	PIC(s)
July 1st	Book the venue for the big decoration, banners and counter	TANG Zichen WU Yi
July 5th	Finish the first draft of the banners	CHAN Kwan Kiu
July 10th	Finish the third draft of the banners	CHAN Kwan Kiu
July 10st	Finish the first draft of the WeChat article	SUN Run
July 14th	Finish the final version of the banners	CHAN Kwan Kiu
July 14th	Finish the first draft of the easy-stand	CHAN Kwan Kiu
July 15th	Finish the second draft of the WeChat article	SUN Run
July 20th	Finish the final version of the WeChat article	SUN Run
July 20th	Finish the second draft of the easy-stand	CHAN Kwan Kiu
July 25th	Finish the first draft of the leaflet and poster	CHAN Kwan Kiu
July 25th	Finish the final version of the easy-stand	CHAN Kwan Kiu
July 25th	Finish the first draft of the promotion email	YANG Mu
July 31st	Finish the second draft of the leaflet and poster	CHAN Kwan Kiu
July 31st	Finish the first draft of the big decoration	FU Zixuan
August 1st	Finish the second draft of the promotion email	YANG Mu
August 5th	Finish the final version of the leaflet and poster	CHAN Kwan Kiu
August 5th	Finish the second draft of the big decoration	FU Zixuan
August 5	Order the materials of the big decoration online	CHEN Yi
August 5th	Print the leaflets, easy-stand and banners	WU Yi
August 5th	Finish the final version of the promotion email	YANG Mu

August 5th	Finish the final version of the big decoration	FU Zixuan
August 6th	Finish the first draft of registration forms for the activities	ZHU Chengcheng
August 7th	Purchase the materials for the big decoration in Hong Kong	WU Yi TANG Zichen
August 10th-August 30th	Make the big decoration	All ExcOs
August 21st	Design the promotion counter	FU Zixuan
August 22nd	Finish the second version of registration forms for the activities	ZHU Chengcheng
August 22nd-25th	Finish the counter decoration	All ExcOs
August 26th	Finish the final version of registration forms for the activities	ZHU Chengcheng
August 26th	Purchase missing materials, if any	CHEN Yi WU Yi
August 28th	Send the promotion email to members	YANG Mu
August 28th	Print the posters	WU Yi
August 28th	Put up the posters around campus	TANG Zichen WU Yi
August 30th	Publish the WeChat article	SUN Run
August 30th	Finish the timetable for counter-sitting and promoting for ExcOs and Sub-coms	ZHU Chengcheng
September 13th	Finish and install the big decoration	All ExcOs

Budget

Cash Outflow	
Leaflet	490 HKD
Counter Decoration	300 HKD

Poster	45 HKD
Easy-stand	90 HKD
Banner	2300 HKD
Big Decoration	700 HKD
Shipping Fee	300 HKD
Receipt	20 HKD
Hot Melt Stick	50 HKD
Total Outflow	<u>4295 HKD</u>
Total Cash flow	<u>-4295 HKD</u>

6.3.1 Wooden Architecture DIY 雕梁畫柱

PIC

-ZHU Chengcheng

VPIC

-YANG Mu

-ZHENG Yufei

Objectives

- To introduce different types of traditional Chinese architecture
- To give participants a chance to make their own wooden houses and show their creativity on architecture.
- To make participants more interested in Chinese traditional architecture as well as the workshops held by Chinese Folk Art Society
- To provide an enjoyable environment for participants to mingle harmoniously with each other

Date

-September 15th (Tue.)

Time

-19:00-21:00

Venue

-Common Room 1+2 (TBC)

Target Group

- Students who are interested in Chinese architecture and craftsmanship.
- Students who are willing to design his or her own architectural model creatively.
- Students who want to improve hands-on ability

Expected Number of Participants

- Member: 40
- Non-member: 20

Registration Fee

- Member: 40 HKD
- Non-member: 60 HKD
- No walk-in

Security Issue

- A pair of latex gloves will be provided for each participant to avoid fingers being damaged by glue
- A first aid kit will be prepared by WANG Yinan in case any participant gets wounded during the function
- An Exco will sit at each table to guide one each group of participants on using mini saw and knife to avoid any incorrect operation
- If any serious wound is caused, TANG Zichen and WONG Ka Ki will take the injured to the school clinic first and whether the activity continues will depend on the circumstance
- If any serious injury happens, WONG Ka Ki will call 999 and 8999 for ambulance and whether the activity will continue depends on the situation

Rundown

-17:50-18:30

- All the Executive Committee will arrive at the venue and make the following preparations.
- TU Yifan will set up the audio-visual equipment such as projector and microphones and deal with other technical problems on site.
- WU Yi, TANG Zichen will set tables and chairs according to the plan.
- The other members of the Executive Committee will arrange the materials for each participant and set the venue as planned.

-18:30-18:45

- MCs (MA Jianheng and ZHENG Yufei) will rehearse the introduction of Chinese traditional roofs and briefly demonstrate the procedure which be projected onto the screen.
- WU Yi will make the final check of the equipment.

-18:45-19:00

- YANG Mu and CHEN Yi will prepare for check-in.
- TU Yifan will show some pictures showing the different types of the famous Chinese traditional

roofs.

-19:00-19:30

-MCs (MA Jianheng and ZHENG Yufei) will introduce the materials that will be used in the workshop and let participants get familiar with them within 5 minutes.

-MCs will show some completed versions of architectural models to let participants have a brief idea of what they can expect of the final work.

-MCs will introduce the different types of Chinese traditional roofs and their history and structures to participants. They will also show some pictures and video to present the beauty of architecture.

-After the introduction, ZHU Chengcheng and FU Zixuan will demonstrate some models and techniques of cutting wooden stick and how to stick them together.

-19:30-20:45

-After the demonstration, the participants can learn some basic techniques of making wooden houses and then they can make their own DIY houses with the materials provided by the Executive Committee and can refer to the models provided by Executive Committee which are more controllable on time.

-At least one Exco will be in charge of each table to offer instant help to participants.

-TANG Zichen will control the background music.

-TU Yifan will take photos of the function during the function.

-20:45-21:00

-MCs will make a conclusion.

-All the participants and the Executive Committee will get together to take a photo in front of the CFAS photo board.

-YANG Mu and CHEN Yi will prepare for checking out.

-The participants can take their works and check out.

-21:00-21:30

-Executive Committee will clean up the venue.

-21:30-22:00

-ZHU Chengcheng will hold the evaluation meeting.

Preparation

Deadline	Content	PIC(s)
July 13 th	Confirm the rundown	ZHU Chengcheng ZHENG Yufei YANG Mu
July 27 th	Book the promotion counter and the venue	TANG Zichen
July 27 th	Apply for HLTH1010	ZHENG Yufei
July 28 th	Determine the shopping list	All ExcOs
August 1 st	Learn to make wooden houses	All ExcOs

August 2nd	Finish the first draft of the MC script	SUN Run
August 4th	Purchase materials online according to the shopping list	CHEN Yi
August 4th	Design the venue plan	TANG Zichen
August 5th	Finish the first draft of the PPT and background music list	TU Yifan
August 10th	Finish the second draft of the MC script	SUN Run
August 12th	Finish the second draft of the PPT and background music list	TU Yifan
August 16th	Finish the final draft of the MC script	SUN Run
August 16th	Finish the first draft of the reminder email	YANG Mu
August 19th	Finish the final draft of the PPT and background music list	TU Yifan
August 23rd	Have the first rehearsal and evaluation	All ExcOs
August 31st	Finish the second draft of the reminder email	YANG Mu
September 5th	Have the second rehearsal and evaluation	All ExcOs
September 6th	Finish the final draft of the reminder email	YANG Mu
September 8th	Finish purchasing the materials that should be bought in Hong Kong	TANG Zicheng WU Yi
September 11th	Finishing the sign-in form	ZHU Chengcheng
September 13th	Check all the materials for the last time	ZHU Chengcheng
September 14th	Remind all the participants to come by sending emails	YANG Mu
September 15th	Hold an evaluation meeting	ZHU Chengcheng

Budget

Cash Outflow	
Table Cloth	12 HKD
Wooden Stick	20*70 HKD=1400 HKD
Abrasive Paper	10*10 HKD=100 HKD
Carpenter's Glue	7*30 HKD=210 HKD
Knives	100 HKD
Saw	10*20 HKD=200 HKD
Gloves	50 HKD
Paper	10 HKD
Pen	20 HKD
Scissors	50 HKD
Shipping Fee	200 HKD
Ruler	4*60 HKD=240 HKD
Total Outflow	<u>2592 HKD</u>
Cash Inflow	
Member Registration Fee	40*40 HKD = 1600 HKD
Non-Member Registration Fee	20*60 HKD = 1200 HKD
Total Inflow	<u>2800 HKD</u>
Total Cash Flow	<u>208 HKD</u>

6.3.2. Till The End 笑傲江湖

PIC

-CHEN Yi

VPIC

-MA Jianheng

-YANG Mu

Objectives

- To provide participants with an opportunity to experience life of learners of martial arts learners
- To offer participants an opportunity to learn more about Chinese culture and history
- To help participants get relaxed during the busy life in HKUST

Date

-September 18th (Fri.)

Time

-19:00-21:00

Venue

-Common Room 1 +2 +3

Target groups

- Students who are interested in martial arts and would like to get to know more about it
- Students who are interested in the history and Chinese martial art culture

Expected Number of Participants

-Member: 50

-Non-member: 15

-Walk-in: 5

Registration Fee

-Member: 40 HKD

-Non-member: 60 HKD

-Walk-in: 80 HKD

Content

1. Background

- Once upon a time, a great war swept the ancient China, resulting in numerous precious secret martial arts books lost, leaving martial arts culture weak and vulnerable. During such turbulent time, all the

factions in martial arts, despite being rivals, agreed upon an important decision -- they need to form a union to look for the missing secret martial arts books. However, due to the current situation, all the masters of those factions were busy fighting invasive foes, protecting their already barren and harsh villages. As a consequence, a young man/woman showed up claiming that he/she will collect all the lost secrets and bring back the glory. He/She was born poor but with great talents.

When the boy/girl was little, he/she dreamt to be a Kung Fu master [with] who no one could beat. He/She has studied all the basic martial arts techniques and was desperate for more. Upon hearing the recruitment, the young left his/her hometown immediately and started looking for secret martial arts books. Who will he/she meet during the mysterious journey? Are there any strange things happen along the way? Does he/she successfully collect all the books and become a Kung Fu master? It is all up to you! Now start your journey!

2. Function Rules

-Participants: Each participant is a freshman to the world of martial arts, who has health value, force value, and wealth. The goal of the participants is to become the leader of the world of martial arts. The requirement for achieving this goal is to be the one with the highest force value.

-Martial art books: Participants need to learn martial arts by studying martial art books, each of which has only ten copies. Each type of martial arts can beat another, and there is no strongest. The rules of this are: the eighteen palms of the dragon > the toad's power, the seven wounded fist > the light work > the strong King Kong feet > the lion roar > the golden bell cover > the eighteen palms of the dragon.

-Ways to obtain martial art books: To obtain a book, participants should fulfill its corresponding challenge. Every challenge requires an entry fee.

-Enhancement of force value: Participants can compete in martial arts against other players on the PK platform. The force value of the winner can be increased by 1, and the winner can also obtain the corresponding martial art book of the loser. However, each round of duel will deduct 1 point of stamina.

-Ways of obtaining wealth: work or gamble.

-Health value: Various entertainment activities can be performed in the entertainment center to restore health value. When the health value is 0, you need to go to the hospital, and enter the hospital to determine the type of disease through the turntable. Different diseases have different treatment time and treatment methods.

-Special plots: There will be special plots during the game. Special plots can provide players with opportunities to compete even more actively, and to earn rewards for outstanding performances.

-Special events: There will be special events during the game. The occurrence of special events will change some values of players or certain rules in the game.

-Others: Participants can exchange martial art books by any means (such as trading, exchange), but robbing is prohibited.

3. Details about each counter

Types of counters	Content	PIC(s)
Counters for obtaining martial art book	The eighteen palms of the dragon	TANG Zichen
	The toad's power	WU Yi

	The light work	ZHENG Yufei
	The strong King Kong feet	YANG Mu
	The lion roar	CHAN Kwan Kiu
	The golden bell cover	SUN Run
	The seven wounded fist	ZHU Chengcheng
Counters for part-time jobs	Part-time job I	WANG Yinan
	Part-time job II	MA Jianheng
Counter for gambling	Gambling	CHEN Yi
Counters for relaxing centre	Relaxing program	HE Chenxi
	Restaurant	WONG Ka Ki
Counter for healthcare	Hospital	DONG Jiaqi
Other things	PK platform	FU Zixuan
	Information desk	TU Yifan

Rundown:

-15:30-18:30

-The Executive Committee members and Subsidiary Committee members will arrive at Common Room 1+2+3 and prepare for the gathering. The set-up includes:

- 1.Set up the game counter and stage. An electronic device needs to be connected to the speaker. If we can find a projector, a projector is connected to the screen.
- 2.Set up the check-in/out counter.
- 3.Awards and snacks should be prepared.
- 4.At least 20 electronic devices such as tablets, phones and computers are connected to the system that we made before.
- 5.Some paper materials should be prepared in case the system doesn't work.

-Chen Yi and Yang Mu will check if the materials are prepared

-MA Jianheng will be in charge of the counter set up including tables, chairs and other facilities.

-TU Yifan will check if the system can work appropriately.

-18:30-19:00

-CHAN Kwan Kiu and ZHENG Yufei will sit in the check-in counter and let the participants check in while giving participants identity cards. They should also scan the code before giving the cards to ensure the cards are working,

-Yang Mu will be in charge of leading the participants to the entertainment area where some food and seat will be prepared.

-19:00-19:10

-Exco should make sure that all the participants are gathered.

-A introduction video will be played by Tu Yifan, which will introduce all the game rules and background. Participants may also ask him if they don't understand.

-All exco and helpers (if any) should be ready at their own counter.

-19:10-19:40

-The game begins.

-All the exco and helpers should be in charge of their own game at their counter.

-ZHENG Yufei will take photos.

-19:40-20:50

-At 19:40 the first emergency event will be announced. TU Yifun will be in charge of changing participants' identity card's value(money).

-At 19:50 the first special event will open. MA Jianheng will be in charge of the new special event's counter

-At 20:05 the second special event will open. MA Jianheng will be in charge of the new special event's counter. The first special event will close

-At 20:15 the second emergency event will be announced. TU Yifun will be in charge of changing participants' identity card's value(money).

-At 20:25 the third special event will open. MA Jianheng will be in charge of the new special event's counter. The second special event will close

-At 20:35 the third emergency event will be announced. TU Yifun will be in charge of changing participants' identity card's value(money).

-20:50-20:55

-Participants will gather at the entertainment centre. They can eat the prepared snacks.

-TU Yifan will count everyone's score and find the first, second and third place.

-20:55-21:00

-CHEN Yi will announce the winner and send prizes.

-CHEN Yi will announce that the game is ended. Participants will leave the CR1+2+3

-21:10-21:30

-TANG Zihen and WU Yi will be responsible for returning the borrowed equipment, and the other Executive Committee members will help restore Lecture Theatre C to its original state.

The Executive Committee members will do the cleaning with the help of Subsidiary Committee members.

-21:30-22:00

-CHEN YI will hold the evaluation meeting of the competition.

Preparation

Deadline	Content	PIC(s)
August 17 th	Book the venue	TANG Zichen

April 18th	Hold a meeting for games of the function	CHEN Yi
August 20th	Apply for HLTH1010	ZHENG Yufei
August 26th	First meeting for the decoration plan	CHEN Yi
August 28th	Finish the first draft of leaflet and poster	CHAN Kwan Kiu
August 28th	Finish the first draft of WeChat article	SUN Run
August 28th	Finish the first draft of the promotion email	YANG Mu
August 30th	Second meeting for the decoration plan	CHEN Yi
August 31st	Finish the floor plan	MA Jianheng
August 31st	Buy the materials online	CHEN Yi
August 31st	Finish the second draft of leaflet and poster	CHAN Kwan Kiu
September 1st	Finish the second draft of WeChat article	SUN Run
September 1st	Finish the second draft of the promotion email	YANG Mu
September 4th	Finish the final draft of leaflet and poster	CHAN Kwan Kiu
September 4th	Finish the final draft of WeChat article	SUN Run
September 4th	Finish the final draft of the promotion email	YANG Mu
September 5th	Print the promotion materials	WU Yi
September 5th	Put up posters around the campus	WU Yi
September 5th	First rehearsal	All ExcOs
September 6th	Design the registration form	ZHU Chengcheng
September 7th	Publish the promotion WeChat article	SUN Run
September 7th	Send the promotion email	YANG Mu
September 7th	Design the check-in form	ZHU Chengcheng

September 10th	Second rehearsal	All ExcOs
September 11th	Buy any missing material	TANG Zichen
September 12th	Finish the draft of reminder email	YANG Mu
September 12nd	Third rehearsal	All ExcOs
September 17th	Send the reminder email	YANG Mu
September 18th	Hold the function	All ExcOs
September 18th	Hold an evaluation meeting	CHEN Yi

Budget

Cash Outflow	
Decoration Materials	800 HKD
First Prize	300 HKD
Second Prize	$2 \times 150 \text{ HKD} = 300 \text{ HKD}$
Third Prize	$7 \times 50 \text{ HKD} = 350 \text{ HKD}$
Souvenir	$70 \times 2 \text{ HKD} = 140 \text{ HKD}$
Game Tools	500 HKD
Print Cost	50 HKD
Leaflet	345 HKD
Post	45 HKD
Shipping Fee	300 HKD
Total Outflow	<u>3130 HKD</u>
Cash Inflow	
Member Registration Fee	$50 \times 40 \text{ HKD} = 2000 \text{ HKD}$

Non-member Registration Fee	15*60 HKD = 900 HKD
Walk-in Registration Fee	5*80 HKD = 400 HKD
Total Inflow	<u>3300 HKD</u>

Total Cash Flow	<u>170 HKD</u>
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6.3.3. Trip to Cheung Chau 漁舟唱晚

PIC

-WONG Ka Ki

VPIC

-FU Zixuan

-SUN Run

-WU Yi

Objectives

- To take non-local students to enjoy the authentic Hong Kong desserts (fish ball etc.)
- To facilitate freshmen and other students gaining a better understanding of fishing culture, the history of Cheung Chau and its unique temple festivals
- To enhance student's physical health through hiking and exercising
- To provide a chance for students to enlarge their friend circle
- To help students relax and relieve stress in the breathtaking natural scenery.

Date

-September 19th (Sat. *Should be moved to September 20th (Sun.) if the weather condition is bad.)

Time

-9: 00-18: 00

Venue

-Cheung Chau

Target Groups

- All HKUST students

Expected Number of Participants

- Member: 25
- Non-member: 10
- No walk-in

Registration Fee

- Member: 50HKD
- Non-member: 70HKD

Content

-Participants, as well as the Executive Committee, will gather at atrium at 8: 50 and leave by bus at 9:00. After about one hour and ten minutes, we will arrive at the Central Ferry Pier No.5 at 9:10. Then we will take the ferry to Cheung Chau and arrive at 11:15. Participants will enjoy exploring the island and learn more about the fishing culture. We will take the ferry back to Central at 17:45. At about 18:00, we will dismiss.

Security Issue

- Before our trip, the Executive Committee will inform participants of security precautions through emails.
- With limited quota, the Executive Committee will take care of all the participants carefully.
- All participants should fasten their safety belts on the bus.
- All participants should not wander around the ship.
- The Executive Committee should take a first aid kit. Therefore, if participants get slightly hurt during the trip, the Executive Committee should be able to deal with it.
- The Executive Committee members should give their phone numbers to the participants. If participants have problems, they should immediately call the Executive Committee members for help.
- The Executive Committee members will immediately stop the trip and call 999 for help in case severe accident happens.

Note

- One package will be provided. Designed by CFAS, the package should include but not limited to, a brochure with food recommendations and sightseeing, some snacks such as digestive biscuits, cakes, chocolates and a group-assigning card printed with the contacting number of respectively responsible executive committee.
- We will design some activities for participants. The designed tasks should include those can guide the participants in exploring the area.
- Though some snacks and drinks will be provided, we will remind participants to take some food with them through reminder email. Also, we will remind participants to take breakfast by themselves for there is a long way to go during the trip.
- We will recommend participants bring enough cash to better enjoy the food on Cheung Chau.

Rundown

-8: 50- 9: 00

-The Executive Committee will gather at atrium before 8: 40 and start registration. The participants are encouraged to arrive at atrium before 8: 50 and 9: 00 is their final due. The group will depart before 9: 00 even if some participants delayed. Before departure, all participants should confirm their presence by signing their name on the check-in sheet when gathering at atrium and a small package will be distributed to them while checking in.

-9: 00- 10: 10

-The bus is scheduled to arrive at the Central Ferry Pier No.5 at 9: 10. On the way to the ferry harbour, executive committees are required to mention points to note and other relevant reminders to the participants as a preventive measure. Later, some mingling games will be conducted in the manner of quizzes, 'name that tune' game. Cards representing small gifts that can be collected after the trip will be issued to game winners.

-10: 15- 11: 15

-After the arrival, the group can have a chance to view the good scenery of Central during the waiting and queue-up period. The group will take the ferry to Cheung Chau from 10: 15 to 11: 15.

-11: 15- 13: 30

-During this period, the group will be divided into two smaller group A and group B, and the pics will lead each group to have their own tour. The paths of the tours are the same, but in reverse direction. Group A's path is Pier - Pei Tai Temple - Tung Wan Beach - Cheung Chau Rock Carving - Kwan Tai Pavilion - Pak Tso Wan - Po Yue Wan - Cheung Po Tsai Cave(optional), group B will tour in a reverse direction. During this long arduous tour, the members are suggested to bring enough snacks. Along the hiking trail, Executive committees will in turn give brief introductions to each spot worthy of mentioning shortly before arriving.

-13: 30- 16: 30

-This is the lunch time and free time period. Group A and B will be divided into two or three smaller groups which will also be guided by two or three excos. The excos will lead their group members to participate in an activity called "Find the spots!" The photos will be taken in advance and printed in the booklets we send out marked with a stamp area for completion confirmation. After grouping, the excos will lead their team members to take photos at the corresponding places and introduce the spots. The group which takes the most photos will be the winner group, each team member can get a dessert as the prize. Then all the group members should gather at the Cheung Chau Ferry Pier before 16: 30.

-16: 30- 16: 45

-Waiting for the ferry back to Central and the group will take the ferry at 16: 45.

-16: 45- 17: 45

-The group is on board and the ferry is scheduled to arrive at Central at 17: 45. The PIC will deliver a short speech as to formally end the whole trip.

-18: 00- 18: 40

-Participants can choose to go back to school or continue playing based on their own decisions. There will be no exclusive buses for them. The Executive Committee will lead participants back

to school by public transportation.

-19: 00-20: 30

-WONG Ka Ki will hold an evaluation meeting of the function.

- September 27th - October 4th

-An online photography competition will be held. All participants can send their selected pictures to the official email account of CFAS by replying the email we send for collection. All participants can have one 'Thank-you' gift upon submission. (Postcard, stickers, candy, folder etc.) One participant will be awarded the top award of a tripod and four will be awarded a small round wallet in the shape of 'Pingan Bao'.

Preparation

Deadline	Content	PIC(s)
July 23 rd	Completion of outing routes and plan	WONG Ka Ki
July 25 th	Apply for HLTH 1010	ZHENG Yufei
August 15 th	First scouting of the location	All ExcOs
August 16 th	The first evaluation meeting of the location	WONG Ka Ki
August 18 th	Completion of packages and brochures	All ExcOs
August 21 st	Second scouting of location	All ExcOs
August 23 rd	Design the registration form	YANG Mu
September 8 th	Prepare the first aid kit and the measures for emergent situations	WU Yi
September 9 th	Book the bus and check the traffic situation	FU Zixuan
September 11 th	Prepare the food and water	SUN Run
September 14 th	Send the reminder email	ZHU Chengcheng
September 19 th	Hold the evaluation meeting	WONG Ka Ki

September 20th	Post the competition information on social media and send photo collection email	SUN Run YANG Mu
September 24th	Make a Google form for the contest vote	ZHU Chengcheng
September 25th	Send the Google form to members	YANG Mu
September 27th	Result release day of photography competition	SUN Run YANG Mu
September 28th	Distribution of prizes at LG 5	All ExcOs

Budget

Cash Outflow	
Transport Fee	1250 HKD
Printing Cost	200 HKD
Food	300 HKD
Drinks	200 HKD
Prize	350 HKD
Packages	35*5HKD=175HKD
Total Outflow	<u>2475 HKD</u>
Cash Inflow	
Member Registration Fee	50* 25 HKD=1250 HKD
Non-Member Registration Fee	70* 10 HKD=700 HKD
Total Inflow	<u>1950 HKD</u>

Total Cash Flow	<u>-525 HKD</u>
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6.4. Inauguration Ceremony 就職典禮

PIC

-HE Chenxi

VPIC

-WANG Yinan

-WONG Ka Ki

Objectives

- To formally hand over the Executive Committee
- To fully introduce the 16th cabinet of Chinese Folk Art Society to all the guests
- To present and promote our future activities to all the guests
- To show the spirit and increase the popularity of Chinese Folk Art Society
- To strengthen the connection between the Executive Committee of Chinese Folk Art Society and other societies

Date

-September 24th (Thu.) (TBC)

Time

-19:30-21:50

Venue

-LT-B

Target Groups

- Guests
- Executive Committee members of other societies from HKUST and other universities
- Members

Expected Number of Participants

- Guests (including staff and professors in HKUST and personnel outside HKUST): 25
- Member representatives: 15
- The 15th Executive Committee of Chinese Folk Art Society: 12

- The Executive Committee members from other societies: 140
- Helpers: 20
- MCs: 2

Notes

- All participants, including helpers and MCs, are required to dress formally.
- There will be one MC for Mandarin and one for English. (Both MCs will be from outside of the society.)
- The society will be responsible for food quality.
- The guests should be from different backgrounds to maximize the influence of the ceremony and the society.
- Two helpers will be responsible for taking photos during the whole ceremony.

Rundown

-16:00

- The Executive Committee will arrive at the venue.

-16:00-19:30

- TANG Zichen and WU Yi will hang up the banner and set up the check-in board.
- Chen Yi and ZHU Chengcheng will set up the check-in counter for all the arrivals.
- TU Yifan and WU Yi will check the equipment in the venue, including the microphones and the projector.
- DONG Jiaqi and MA Jianheng will paste the seat numbers on the seats according to the sitting plan.
- Zheng Yufei will check the drinks and refreshments.
- HE Chenxi, WANG Yinan and WANG Ka Ki will be responsible for repeating the process with the helpers and MCs.
- The rest of the Executive Committee will prepare the packages and the souvenirs from the Chinese Folk Art Society.

-19:30-19:45

- All participants are expected to arrive at the check-in counter and will be given nameplates and packages. Packages including souvenirs will be given to each guest and society representative.
- Souvenirs will be given to each society as a whole.
- All participants are expected to sign their name on the check-in board and take a photo with the 16th Executive Committee members.
- All members of the 16th Executive Committee will socialize with guests and the Executive Committee members from other societies, while having refreshments and giving out name cards.

-19:45-20:00

- Four helpers will invite the society representatives to enter the meeting venue.
- The MCs will announce the beginning of the ceremony and invite everyone inside.
- Two helpers will stay at the check-in counter, preparing for any latecomers.
- The 16th Executive Committee members will stay outside and socialize with guests and professors.

-20:00-20:10

- The MCs will ask the audience to stand up and invite the guests to enter the venue.
- The MCs will ask the 16th Executive Committee except the president to enter the venue.
- 20:10-20:15
 - The MCs will give a brief introduction to the guests and society representatives.
- 20:15-20:30
 - Some of the guests will give speeches in turn and receive souvenirs from the president of the 16th Executive Committee afterward.
- 20:30-20:40
 - The MCs will invite the president of the 15th Executive Committee to give a speech. HE Chenxi will give a souvenir after the speech.
- 20:40-20:50
 - MCs will invite all the participants to watch a video that introduces the 16th Executive Committee and the upcoming events.
- 20:50-21:10
 - MCs will invite the members of the 16th Executive Committee to the stage and introduce them one by one. The members will bow to the audience accordingly.
 - All members of the 16th Executive Committee will take an oath, which represents the cabinet's determination to improve the society and serve each of the members diligently.
 - The president of the 15th Executive Committee will hand over the society seal to the 16th Executive Committee, which signifies the inheritance of the society. Meanwhile, MCs will introduce the symbolic meaning of the society seal.
- 21:10-21:15
 - The president of the 16th Executive Committee will give a speech.
- 21:15-21:50
 - HE Chenxi will give out souvenirs to the guests who do not give speeches.
 - MCs will ask all the participants to take photos together.
 - MCs will announce the end of the ceremony.
 - MCs will lead the guests to leave the venue first.
 - Members of the 16th Executive Committee will leave the venue.
 - MCs will invite all the participants to enjoy the refreshment outside the venue.
- 21:50-22:30
 - Members of the 16th Executive Committee will give out name cards and socialize with the guests, while having refreshments.
 - Members of the 16th Executive Committee will say farewell to all the participants.
 - Members of the 16th Executive Committee will clean up the venue. (TANG Zichen will organize the cleaning of the venue and the refreshment zone, and WU Yi will return all the borrowed equipment.)
- 22:30-23:30
 - HE Chenxi, WANG Yinan and WONG Ka Ki will organize an evaluation meeting

Preparation

Deadline	Content	PIC(s)
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February 25th	Finish the first draft of the emails sent to guests and societies	YANG Mu
February 25th	Finish the first draft of the invitation letter	CHAN Kwan Kiu
February 26th	Finish the first draft of the society paper and the society folder	CHAN Kwan Kiu
February 27th	Finish the first draft of the video	FU Zixuan
February 28th	Finish the first draft of MC script	WANG Yinan
February 28th	Finish the first draft of the speech	HE Chenxi
February 28th	Finish the first draft of the PPT and road guide	TU Yifan
March 3rd	Finish the second draft of the invitation letter	CHAN Kwan Kiu
March 3rd	Finish the second draft of the emails sent to guests and societies	YANG Mu
March 4th	Finish the second draft of the society paper and the society folder	CHAN Kwan Kiu
March 4th	Finish the second draft of the speech	HE Chenxi
March 4th	Finish the second draft of MC script	WANG Yinan
March 6th	Finish the second draft of the video	FU Zixuan
March 6th	Finish the third draft of the emails sent to guests and societies	YANG Mu
March 6th	Finish the third draft of the invitation letter	CHAN Kwan Kiu
March 7th	Finish the third draft of the society paper and society folder	CHAN Kwan Kiu
March 7th	Finish the third draft of the speech	HE Chenxi
March 7th	Finish the second draft of the PPT and road guide	TU Yifan
March 7th	Finish the final version of MC script	WANG Yinan

March 7th	Finish the final draft of the speech	HE Chenxi
March 8th	Finish the final draft of the invitation letter	CHAN Kwan Kiu
March 9th	Finish the final draft of the society paper and society folder	CHAN Kwan Kiu
March 9th	Finish the third version of the video	FU Zixuan
March 10th	Finish the first draft of the name cards, seat cards and nameplates	CHAN Kwan Kiu
March 10th	Finish the second draft of the PPT and road guide	TU Yifan
March 11th	Finish the first draft of check-in board	CHAN Kwan Kiu
March 11th	Finish the final version of the video	FU Zixuan
March 11th	Finish the first draft of the oath	HE Chenxi
March 12th	Finish the first draft of the brochure	CHAN Kwan Kiu
March 13rd	Finish the second draft of check-in board	CHAN Kwan Kiu
March 14th	Finish the second draft of the oath	HE Chenxi
March 15th	Finish the first edited version of the video	FU Zixuan
March 15th	Finish the second draft of the name cards, seat cards and nameplates	CHAN Kwan Kiu
March 15th	Finish the final draft of check-in board	CHAN Kwan Kiu
March 16th	Finish the second draft of the brochure	CHAN Kwan Kiu
March 16th	Finish the final draft of the oath	HE Chenxi
March 17th	Finish the final draft of the name cards, seat cards and nameplates	CHAN Kwan Kiu
March 18th	Finish the final draft of the brochure	CHAN Kwan Kiu
March 19th	Finish the second edited version of the video	FU Zixuan

March 19th	Brainstorm the souvenirs, the refreshment and drinks	All ExcOs
March 20th	Finish the first draft of the thank-you letter	CHAN Kwan Kiu
March 20th	Finish the first draft of the souvenir bag	CHAN Kwan Kiu
March 23rd	Finish the final edited version of the video	FU Zixuan
March 23rd	Finish the second draft of the thank-you letter	CHAN Kwan Kiu
March 23rd	Finish the second draft of the souvenir bag	CHAN Kwan Kiu
March 24th	Finish the final edited version of the video	FU Zixuan
March 24th	Finish the final draft of the thank-you letter	CHAN Kwan Kiu
March 25th	Finish the final draft of the souvenir bag	CHAN Kwan Kiu
August 1st	Purchase the materials needed	CHEN Yi WU Yi
August 1st	Purchase the invitation letter	WU Yi
August 2nd	Purchase the society paper and the society folder	WU Yi
August 3rd	Purchase the souvenir bag	WU Yi
August 4th	Purchase the check-in board	WU Yi
August 15th	Send emails to other societies and guests	YANG Mu
August 15th	Contact the guests and other societies from other universities as planned	WONG Ka Ki
August 16th	Settle down the MCs and helpers	All ExcOs
August 16th	Contact the helpers and MCs	HE Chenxi WANG Yinan
August 20th	Finish the final draft of the PPT and road guide	TU Yifan
August 24th	Finish the seating plan	WONG Ka Ki
August 24th	Finish the first version of the WeChat review of the event	SUN Run

August 25th	Print thank-you letters, the seat cards and the brochure	WU Yi
August 28th	Prepare the packages	All ExcOs
August 29th	Purchase any missing materials	CHEN Yi WU Yi
August 29th	Finish the second version of the WeChat review of the event	SUN Run
September 11st	Book the venue for the ceremony	TANG Zichen
September 12nd	Book the venue for rehearsals	TANG Zichen
September 13rd	Have the first rehearsal and evaluation	All ExcOs
September 14th	Adjust the MC script with the MCs according to the rehearsal result	WANG Yinan
September 15th	Adjust the speech according to the rehearsal result	HE Chenxi
September 16th	Purchase any missing materials	CHEN Yi WU Yi
September 17th	Have the second rehearsal and evaluation	All ExcOs
September 18th	Adjust the MC script with the MCs according to the rehearsal result	WANG Yinan
September 19th	Adjust the speech according to the rehearsal result	HE Chenxi
September 20th	Purchase any missing materials	CHEN Yi WU Yi
September 21st	Purchase the food	CHEN Yi WU Yi
September 22rd	Have the third rehearsal and evaluation	All ExcOs
September 23nd	Make sure all materials are in place for the ceremony	All ExcOs
September 24th	Have the ceremony	All ExcOs
September 24th	Have the evaluating meeting	HE Chenxi
September 25th	Finish the final version of the WeChat review of the event and publish it	SUN Run

Budget

Cash Outflow	
Refreshments	1200HKD
Souvenirs	1000HKD
Name Cards	500HKD
Seat Cards	50HKD
Souvenir Bags	250HKD
Check-in Board	450HKD
Invitation Letters	300HKD
Nameplates	30HKD
Brochure	1500HKD
Tableware	250HKD
Garbage Bag	10HKD
Tissue	20HKD
Balloons	25HKD
Drinks	200HKD
Shipping Fee	700HKD
Testimonial	400HKD
Table Cloth	200HKD
Boutonnieres	200HKD
Folders	30HKD
Total Outflow	<u>7315HKD</u>

Total Cash Flow	<u>-7315HKD</u>
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6.5. Bamboo Weaving Workshop 胸有成竹

PIC

-DONG Jiaqi

VPIC

-WONG Ka Ki

-ZHU Chengcheng

Objectives

- To provide a platform for participants with different cultural backgrounds to learn how to make bamboo weavings
- To encourage participants to think and work with creativity
- To advertise for the subsequent activities
- To extend the influence of Chinese Folk Art Society among HKUST students and staffs
- To provide a pleasant environment for participants to make new friends

Date

-October 15th (Thu.)

Time

-19:00 - 21:00

Venue

-Common Room 1+2 (TBC)

Target students

- Students who are interested in learning how to make handmade crafts
- Students who are willing to create his or her own bamboo weaving
- Students who are willing to give play to their imagination and creativity

Expected number of students

- Member: 55
- Non-member: 15
- Walk-in: 5

Registration Fee

- Member: 30 HKD
- Non-Member: 50 HKD
- Walk-in: 70 HKD

Security Issue

- Gloves will be prepared.
- WANG Yinan will prepare a first aid kit in case any unexpected situation occurs during the function.
- An Exco will stand beside every big group of participants to guide them on how to use the materials to avoid any incorrect operation.
- If any serious wound is caused, TANG Zichen will take the injured to the school clinic first and whether the activity continues will depend on the circumstance.
- If any serious injury happens, WANG Yinan will call 999 and 8999 for the ambulance and whether the activity will continue depends on the circumstance.

Rundown

-17:15-18:30

- All the Executive Committee will arrive at Common Room 1+2.
- The Executive Committee will make following preparations:
- MA Jianheng and TU Yifan will set tables, chairs and the CFAS photo board according to the plan before the start of the event.
- WU Yi and TANG Zichen will set the projector, microphones, computer wires and sound system for the introduction video and check them.
- All the other excos except those mentioned above will help place materials on the tables, such as bamboo sticks, bamboo filaments, color strings, fillers (e.g. dried flowers), decorate beads, scissors, plastic tweezers and gloves (if needed). The bamboo sticks need to be cut into the same length. Check the raw materials to see if it is in the appropriate length, and cut it into preferred length if not.

-18:30-18:50

- DONG Jiaqi and ZHU Chengcheng will practice the MC scripts and rehearse the introduction for the workshop.
- WONG Ka Ki will rehearse the introduction for the workshop.
- CHEN Yi will project the two processes on to the screen using the projector if needed.
- TANG Zichen and WU Yi will make the final check of the equipment.
- DONG Jiaqi and ZHU Chengcheng will do the final check of the tools that will be used in the workshop.
- WU Yi and TANG Zichen will set up the check-in table at the entrance.

-18:50-19:10

- WONG Ka Ki and YANG Mu will prepare for check-in.

-19:10-19:30

- When all participants find their seats, MCs (DONG Jiaqi and ZHU Chengcheng) will announce the beginning of the event and make a brief introduction of Chinese traditional bamboo weaving.
- After the introduction, WONG Ka Ki will demonstrate the first part of the workshop about how to assemble the bamboo stick using the materials provided to the participants and give them some tips.

- ZHU Chengcheng will project the process onto the screen.
- 19:30-20:00
 - After the demonstration, the participants can learn some basic techniques and then they will start making their bamboo weavings with the materials provided by the Executive Committee.
 - The Executive Committee will walk around the room to give some help to the participants in need.
- 20:00-20:25
 - WONG Ka Ki will demonstrate the second part of how to roll bamboo stick on to the base made before to the participants.
- 20:25-20:45
 - After the demonstration, the participants will be allowed to select tools provided by the Executive Committee and seal the bamboo weaving.
 - The Executive Committee will walk around the room to give some help to the participants if needed.
 - Participants who finish their bamboo weavings can ask the Executive Committee to pack them up.
- 20:45-21:00
 - MCs will make a conclusion.
 - All the participants and the Executive Committee will get together to take a photo in front of the CFAS photo board.
 - The participants can take their works and check out.
- 21:00-21:30
 - TANG Zichen and Wu Yi will direct the Executive Committee to clean up the venue.
- 21:30-22:00
 - DONG Jiaqi will hold an evaluation meeting.

Preparation

Deadline	Content	PIC(s)
August 18 th	Confirm the rundown	DONG Jiaqi WONG Ka Ki ZHU Chengcheng
August 28 th	Learn about how to make bamboo weavings	All ExcOs
August 30 th	Book the promotion counter and the venue	TANG Zichen
August 31 st	Apply for HLTH1010	ZHENG Yufei
September 2 nd	Determine the shopping list	All ExcOs
September 4 th	Finish the first draft of the PPT and background music list	TU Yifan

September 7th	Finish the first draft of the MC script	DONG Jiaqi WONG Ka Ki ZHU Chengcheng
September 9th	Purchase materials online according to the shopping list	CHEN Yi
September 9th	Design the venue plan	TANG Zichen WU Yi
September 10th	Finish the second draft of the MC script	DONG Jiaqi WONG Ka Ki ZHU Chengcheng
September 10th	Finish the first draft of WeChat and Facebook promotion	SUN Run
September 10th	Finish the first draft of the PPT and background music list	TU Yifan
September 11th	Finish the second draft of the PPT and background music list	TU Yifan
September 11th	Finish the final draft of the MC script	DONG Jiaqi WONG Ka Ki ZHU Chengcheng
September 12nd	Finish the first draft of the leaflet, poster and easy-stand	CHAN Kwan Kiu
September 16th	Finish the second draft of WeChat and Facebook promotion	SUN Run
September 17th	Finish the first draft of the reminder email	YANG Mu
September 18th	Finish the second draft of the leaflet, poster and easy-stand	CHAN Kwan Kiu
September 20th	Finish the third draft of WeChat and Facebook promotion	SUN Run
September 21st	Finish the third draft of the leaflet, poster and easy-stand	CHAN Kwan Kiu
September 24th	Finish the final draft of WeChat and Facebook promotion	SUN Run

September 24th	Finish the final version of the leaflet, poster and easy-stand	CHAN Kwan Kiu
September 27th	Have the first rehearsal and evaluation	All ExcOs
September 27th	Print the leaflet, poster and easy-stand	WU Yi
October 3rd	Finish the second draft of the reminder email	YANG Mu
October 5th-October 9th	Sit counter and promote	All ExcOs
October 6th	Have the second rehearsal and evaluation	All ExcOs
October 7th	Finish the final draft of the reminder email	YANG Mu
October 8th	Post the Internet promotion materials (Including WeChat, Instagram, Facebook, emails and CFAS website)	YANG Mu TU Yifan SUN Run
October 8th	Finish purchasing the materials that should be bought in Hong Kong	WU Yi
October 13th	Remind all the participants to come by sending emails	YANG Mu
October 15th	Hold an evaluation meeting	DONG Jiaqi

Budget

Cash Outflow	
Leaflets	400 HKD
Posters	80 HKD
Easy-stands	90 HKD
Bamboo sticks	150HKD
Tools	600 HKD
Gloves	200 HKD
Shipping Fee	180 HKD
Total Outflow	<u>1700 HKD</u>
Cash Inflow	
Member Registration Fee	55*30 HKD = 1650 HKD
Non-member Registration Fee	15*50 HKD = 750 HKD
Walk-in Registration Fee	5*70 HKD = 350 HKD
Total Inflow	<u>2750 HKD</u>
Total Cash Flow	<u>1050 HKD</u>

6.6 Subsidiary Committee Function

6.6.1. Normal work

PIC

-SUN Run

VPIC

-HE Chenxi

-TU Yifan

Preparation

Deadline	Content	PIC(s)
September 5th	Finish first draft of Sub-com function briefing PPT	TU Yifan
September 9th	Finish the second draft of Sub-com function briefing PPT	TU Yifan
September 13th	Finish final draft of Sub-com function briefing PPT	TU Yifan
September 21st - (TBD)	First meeting about Sub-com function for all Sub-coms to attend.	All ExcOs
September 21st - November 1nd (TBD)	Contact PIC and VPICs and assist Sub-coms on a regular basis	All ExcOs
October 14th (TBD)	Attend the first rehearsal held by Sub-coms	All ExcOs
October 14th (TBD)	Hold the evaluation meeting of the first rehearsal.	All ExcOs
October 20th (TBD)	Attend the second rehearsal held by Sub-coms	All ExcOs
October 20th (TBD)	Hold the evaluation meeting of the second rehearsal.	All ExcOs
September 24th (TBD)	Finish buying all the materials	All ExcOs
November 1nd (TBD)	Hold the evaluation meeting of Sub-com function	All ExcOs

6.6.2. Sound of Mud Whistle 塑泥聲哨 (Backup for the Subsidiary Committee Function)

PIC

-SUN Run

VPIC

-HE Chenxi

-TU Yifan

Objectives

- To introduce Chinese intangible cultural heritage: Mud Whistle
- To cultivate participants' interests in traditional Chinese crafts
- To let participants experience the procedures of making mud whistles

Date

- October 29th (Thur.)

Time

- 19:00-21:00

Target Groups

- Students who are passionate about Chinese traditional handicrafts
- Students who are interested in mud whistle making
- Students who are willing to appreciate the beauty of mud whistles

Venue

- Common 1+2 (TBC)

Expected Number of Participants

- Member: 45
- Non-member: 15
- Walk-in: 5

Registration Fee

- Member: 20 HKD
- Non-member: 30 HKD
- Walk-in: 40 HKD

Rundown

- 17:00-18:00

- All ExcOs will arrive at the Common Room 1+2, start to do the set-up which includes:
 1. Checking the stage equipment, projector, microphone and other electronic devices, etc.
 2. Moving the tables and chairs into the right place according to the venue arrangement.Preparing workshop materials for every seat which includes: clay, paint, brush pens and bamboo stick.

- 18:00-19:00

- All ExcOs will decorate the seats and wait for participants to come.
- ZHENG Yufei and YANG Mu will hold the counter for check-in and record the requirements for HLTH 1010.
- TU Yifan will play the PPT and adjust the audio devices.
- MCs (WANG Yinan and MA Jianheng) will warmly welcome the participants and guide them to the seats.

-Other ExcOs in the venue should provide guidance once participants have questions.

-19:00-19:30

-MCs will greet to all participants and offer a 5 mins' warm-up game first.

-After the game, DONG Jiaqi and TANG Zichen will introduce the procedure and materials and show the demonstration.

-19:30-21:00

-Participants start to model the clay, ExcOs standing beside in case anyone needs help and guidance.

-TU Yifan is responsible for taking photos.

-WONG Ka Ki will offer medical aid if anyone gets hurt accidentally.

-After finishing the work, every participant will gather with all excOs in front of the CFAS photo board and take group photo.

-21:00-21:30

-All the participants begin to leave.

-ZHU Chengcheng and CHEN Yi will hold the counter for check-out.

-Other ExcOs stay to do the clean-up.

-21:30-22:30

-SUN Run will hold the evaluation meeting.

Preparation

Deadline	Content	PIC(s)
August 31 st	Finish the first draft of poster, leaflet and easy-stand	CHAN Kwan Kiu
August 31 st	Finish the first draft of introduction PPT	TU Yifan
August 31 st	Finish the first draft of Wechat article	SUN Run
September 7 th	Finish the second draft of poster, leaflet and easy-stand	CHAN Kwan Kiu
September 7 th	Finish the second draft of introduction PPT	TU Yifan
September 7 th	Finish the second draft of Wechat article	SUN Run
September 14 th	Finish the final draft of poster, leaflet and easy-stand	CHAN Kwan Kiu
September 14 th	Finish the final draft of introduction PPT	TU Yifan
September 14 th	Finish the final draft of Wechat article	SUN Run
September 19 th	Book the event venue	TANG Zichen

September 19th	Apply for HLTH 1010	ZHENG Yufei
September 24th	Finish purchasing all the materials	CHEN Yi
October 14th	Finish the first draft of promotion email	ZHU Chengcheng
October 14th	Finish the first draft of MC script	WANG Yinan MA Jianheng
October 17th	All the excos learn the procedures of making mud whistles	All ExcOs
October 17th	Finish the final draft of promotion email	ZHU Chengcheng
October 19th	Send the promotion email	ZHU Chengcheng
October 19th	Finish the second draft of MC script	WANG Yinan MA Jianheng
October 19th	Book the rehearsal venue	TANG Zichen
October 20th -24th	Promote the workshop	All the ExcOs
October 24th	Hold the first rehearsal	SUN Run
October 24th	Finish the final draft of MC script	WANG Yinan MA Jianheng
October 26th	Hold the second rehearsal	SUN Run
October 28th	Send the reminder email	ZHU Chengcheng
October 29th	Hold the function and evaluation meeting	SUN Run

Budget

Cash Outflow	
Bulks of clay	15*12=180HKD
Paint	3*20=60HKD
Brush Pen	21HKD
Bamboo Sticks	12HKD
Leaflets	400HKD

Posters	45HKD
Easy-stand	90HKD
Shipping Fee	100HKD
Total Outflow	<u>908HKD</u>
Cash Inflow	
Member Registration Fee	20*45=900HKD
Non-member Registration Fee	30*15+40*5=650HKD
Total Inflow	<u>1550HKD</u>
Total Cash Flow	<u>642HKD</u>

6.7. A bite of the world 廚神爭霸之銷變萬千

PIC

-TANG Zichen

VPIC

-WU Yi

-DONG Jiaqi

Objectives

- To provide participants with the chance to taste foods from different countries and regions, and enhance students' intercultural experience
- To offer a wonderful chance to students to make friends with people of the same interest
- To provide a platform for those who love cooking to show their skills and increase their cultural belonging
- To help the participants beat their nostalgia by tasting the dishes

Date

-November 24th (Tue.)

Time

-18:30-21:30

Venue

-Dining Hall in Hall VIII (TBC)

Target Groups

- Students, alumni and HKUST staff who are interested in cooking and the art of cuisine
- Students, alumni and HKUST staff 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 or three helpers.
- Judge: 90
 - Members: 70
 - Non-members: 15
 - Walk-in: 5

Registration Fee

- Judge:
 - Members: 60 HKD
 - Non-members: 80 HKD
 - Walk-in: 100 HKD
- Chef: Free of charge
- Sous chef: Free of charge
- Helper: Free of charge
- Tableware: 10 HKD

Content**1. Promotion**

- Counter
- Email
- Easy-stand
- Leaflets, posters
- Promotional posts on the social media platforms (Facebook, WeChat, Instagram)
- Video

2. Regulations and Procedures for the Application

- Each team consists of at least four and at most five participants: a chef, a sous chef and two to three helpers.
- Each team can be subsidized a maximum of 300 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 name and slogan in both English and Chinese (Chinese is not required for international teams).

- Each team should provide its team information to the CFAS Executive Committee on or before November 8th.
- Each team is required to name their dishes and send them via email to the CFAS Executive Committee on or before November 8th.
- Teams are officially qualified for the competition after being informed through email.
- Each team should complete five dishes including two hot dishes, two cold dishes and one appetizer.
- Appetizers can be prepared beforehand but they must be finished at the competition site. There will be a deduction of points if the dish does not need much effort to finish at the site. The appetizers should be presented at 19:00 just when the competition would begin
- 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: Appetizer---Hot dish 1---Cold dish 1 ---Hot dish 2---Cold dish 2
- Sequence B: Appetizer---Cold dish 1---Hot dish 1---Cold dish 2---Hot dish 2
- Teams are suggested to arrive at the venue (TBC) before 18:15 and will be disqualified if they fail to arrive at 18:40.
- Judges are strongly advise to bring their own tableware to protect the environment. Participants not bringing their own tableware will pay 10 HKD for the disposable tableware. Emails will be sent to the participants to remind them to bring the tableware.

3. Voting for the dishes

- All judges can vote.
- Considering that the voting mechanism should be confidential and convenient, the online voting system will be adopted.
- Each judge will receive an admission ticket, with a unique password, teams' names and a QR code printed on it. Each judge will have three virtual tickets, which can be voted by scanning the QR code. The top three will be the winners of the prizes.
- The judges should vote for three teams via the online voting system after tasting all the dishes. The three virtual tickets of each judge must be distributed to three different teams. The IT secretary will count the votes.
- Each judge will have another five virtual tickets, which should be used to vote for the dishes that satisfies their favor.

4. Game Flow

A. Opening Ceremony

- The opening ceremony will start at 18:40.
- MCs will present opening words to welcome all participants' presence.
- MCs will introduce the flow and voting mechanism of the competition.
- MCs will announce the beginning of the competition at about 19:00.
- Eight teams will provide their appetizers at 19:00.

B. Competition

- Each dish must be finished within half an hour. Once a dish is finished, the team members should inform the MCs right away via Excocs who are in charge of the teams to call on the judges to taste the dish.

- All teams will finish two cold dishes, two hot dishes and one appetizer.
- Competitors are encouraged to provide a hot dish recognized as a combination of different cultural elements.

C. Vote counting

- When all the teams have finished all the dishes, judges will login to the online voting system by scanning the QR code shown on the admission ticket. When the voting session is over, the IT Exco will be in charge of counting the votes.
- MCs will announce the results after each counting.

D. Awards

- One “The God of Kitchen Award” (絕世廚神), one “Out of the Ordinary Award” (出神入化) and one “Jade Dishes Award”(玉盤珍羞) will be awarded for three teams that have the top three votes.
- 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.
- There will be five special awards given to certain dishes.
- There will be a brief awarding ceremony for all the winning teams after the competition.

E. Refreshments

- The refreshments will be served when the competition begins and will stop only when all judges have finished with their votes. After the competition is started, they can enjoy the refreshments freely.
- Refreshments will be provided and two Executive Committee members will be in charge. The contents will include cold rice noodles, spicy hot pot, baked cold noodles, brown sugar ciba, egg tarts, onion rings, plum syrup, milk tea, fruits and juice.

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 receipts and other written materials to record the source of the food and guarantee its safety.
- All participants will be required to fill in a form to provide information about what food they are allergic to and their relevant experience. All 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 before and in the competition. Certain ingredients that may cause allergic reactions will be reminded during the competition.
- One emergency person (WONG Ka Ki) will be ready in case of any emergencies and be in charge of contacting medical establishments.

Rundown

-15:00-16:30

- Excocs will arrive at the venue and prepare for the competition.
- Wu Yi will oversee the rearranging of the tables and chairs to get a suitable place for competition and set up the counters.
- HE Chenxi and TANG Zichen will be in charge of preparing the materials of counters, fruits, tableware, rubbish bags and first-aid case.
- TANG Zichen will be in charge of the electrical circuit and ensure the stability of electricity supply for cooking.

- TU Yifan will be in charge of preparing and testing the projector, the microphone, the computer, PPT and audio system.
- HE Chenxi and CHAN Kwan Kiu will be in charge of sticking the teams' posters on the notice boards.
- ZHENG Yufei will be in charge of sticking the directing stickers on the area.
- YANG Mu and CHEN Yi will be in charge of setting up the check-in counter and preparing receipts, registration lists, the safe box and change.
- 16:30-17:30
 - All ExcOs will gather at the area and check the preparation of the rubbish bags, the liquidizers, the awards and notice boards.
 - WONG Ka Ki and TANG Zichen will prepare the counters for refreshments and arrange the electronic devices.
 - ZHENG Yufei will check the tasks in the last timeslot.
 - TANG Zichen and WU 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.
 - MCs will check the electronic devices and PPT for the last time with the help of TU Yifan.
 - The food, juice and fruits of the refreshments zone will be delivered well and stored in the backstage. HE Chenxi will be in charge of it.
- 17:30-18:00
 - TU Yifan will test the background music and get ready for taking photos.
 - CHEN Yi and YANG Mu will be in charge of preparing for check-in for judges and cooks.
 - DONG Jiaqi and MA Jianheng will be in charge of examining the counters and begin to prepare the refreshments.
- 18:00-18:20
 - Cooks can start to check-in.
 - TANG Zichen will be in charge of arranging the teams and each team will be assigned with an Executive Committee member to give them a briefing of the rules and also supervise the teams throughout the function in case of violating the regulations.
- 18:20-18:45
 - Judges can start to check-in.
 - SUN Run will distribute a set of dishware to each judge right after they check in.
 - CHEN Yi will be in charge of judges' checking-in and will be responsible for charging the walk-in judges.
 - Each team will begin to cook according to the sequence at 18:30.
- 18:45-19:00
 - MCs (CHAN Kwan Kiu for Chinese and ZHENG Yufei for English) will host the opening ceremony.
 - Each team will introduce their name and dishes names briefly. They can persuade judges to vote for them.
 - When the competition begins, each team will be accompanied by a member of nominated cabinet and supervised by a member of the Executive Committee to maintain order.
 - The competition will officially begin at 19:00.
- 19:00-21:00

- 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 should maintain the order and remind the judges to vote. When all dishes are finished and tasted, judges will vote for the winner and their favorite dishes by scanning the QR code printed on the admission ticket to login to the voting system.
- TU Yifan will be in charge of taking photos and completing the PPT that will be played during the ticket counting part.
- FU Zixuan will be in charge of live broadcasting.
- DONG Jiaqi and MA Jianheng should watch for the safety problems and guide the use of gas-tanks with the experts.
- 21:00-21:30
 - The Executive Committee members will count each team's tickets and determine the ranking.
 - MCs will announce the final result and present the awards to the winning teams.
 - HE Chenxi will present the awards. TU Yifan will be in charge of taking the photos for HE Chenxi and the winning teams.
 - MCs will gather all the participants to take a photo which TU Yifan will take at the end of the competition.
- 21:30-23:00
 - WONG Ka Ki should be responsible for thanking the experts and send them away
 - TANG Zichen and WU Yi should be responsible for returning the borrowed equipment, and other Executive Committee members will restore the area to its original state.
 - The Executive Committee will do the cleaning.
- 23:00-23:30
 - TANG Zichen will hold the evaluation meeting of the competition.

Preparation

Preparation Deadline	Content	PIC(s)
September 22 nd	Book the counter	TANG Zichen
September 27 th	Negotiate with Hall tutors to reserve the venue for the competition.	TANG Zichen
September 27 th	Prepare the shopping list for materials	TANG Zichen DONG Jiaqi WU Yi
September 27 th	Finish the first draft of the online voting system and test it	TU Yifan
September 27 th	Design the venue plan	TANG Zichen WU Yi

October 13th	Finish the first draft of the easy-stand and poster	CHAN Kwan Kiu
October 15th	Draft the online registration forms	ZHU Chengcheng
October 16th	Finish the first draft of the Internet promotion materials (Including WeChat, Facebook and emails)	SUN Run
October 17th	Apply for HLTH1010	ZHENG Yufei
October 17th	Finish the second draft of the online voting system and test it	TU Yifan
October 17th	Draft the list for refreshments	CHEN Yi
October 25th	Finish the second draft of the easy-stand and poster	CHAN Kwan Kiu
October 28th	Finish the final draft of online voting system and test it	TU Yifan
October 30th	Get sponsorship for refreshments and other materials	MA Jianheng DONG Jiaqi
October 30th	Print the forms for the competing teams	WU Yi
October 30th	Finish the second draft of the Internet promotion materials (Including WeChat, Facebook, and emails)	SUN Run YANG Mu
October 30th	Start purchasing the materials	CHEN Yi
November 1st	Print the leaflets, easy-stand, posters, tickets	WU Yi
November 2nd	Finish the first draft of the MCs' script	WANG Yinan
November 2nd	Begin the online promotion of recruiting the cooking teams	SUN Run
November 2nd	Finish the timetable for counter sitting	ZHU Chengcheng
November 4th–November 8th	Sit counter and promote to recruit cooking teams	All ExcOs
November 5th	Finish the first draft of the ticket	CHAN Kwan Kiu
November 8th	Finish the second draft of the ticket	CHAN Kwan Kiu

November 9th	Collect the information of the teams with forms	ZHU Chengcheng
November 9th	Finish the first draft of the PPT and the background music list	TU Yifan
November 9th	Finish first draft for the certificates	CHAN Kwan Kiu
November 9th	Finish the MCs' script	SUN Run
November 10th	Confirm the information of the teams by email	YANG Mu
November 10th	Print the leaflets, easy-stand, posters, tickets and certificates of merit	WU Yi
November 12rd	Finish second draft for the certificates	CHAN Kwan Kiu
November 11th November 15th	Sit counter and promote for judges	All ExcOs
November 14th	Finish the final version of the ticket and certificates	CHAN Kwan Kiu
November 13th	Finish the second draft of the PPT and the background music list Test the voting system	TU Yifan
November 14th	Finish the first draft of the reminder email	YANG Mu
November 14th	Print the tickets and certificates of merit	WU Yi
November 16th	Finish purchasing the materials in Hong Kong	WU Yi
November 16th	Finish the final version of the PPT and the background music list Test the voting system	TU Yifan
November 17th	Rehearse the event in a common room	All ExcOs
November 17th	Finish the second draft of the reminder emails	YANG Mu
November 19th	Find and talk with the manager or technicians of the area and ensure the electricity supply is stable to maintain wires, projector, sound system, PPT and microphones	TANG Zichen WONG Ka Ki

November 19th	Finish final version of the reminder emails	YANG Mu
November 20th	Second rehearsal with more team information provided	All ExcOs
November 20th	Remind all the teams to bring all their materials and prepare for the competition by sending WeChat messages, email or calling	YANG Mu SUN Run
November 21st	Remind the judges to attend the competition by email	YANG Mu
November 24th	Hold an evaluation meeting	TANG Zichen

Materials Needed

Item	Purpose	Quantity
Tables(桌子)	Provide space for cooking and refreshments	23(16 for teams 4 for refreshments 3 for counters)
Chairs (椅子)	For judges and cooking teams	95
Induction Cookers (電磁爐)	Each team should bring their own cooker. The Executive Committee will prepare two to keep the refreshments warm.	2
Projector (放映機)	To play the introduction PPT	1
Microphones (麥克風)	For MCs to host the competition	3
Disposable Tableware (一次性餐具)	For judges to enjoy the dishes	20
Notice Boards	For competitors to stick their posters, and block the tables and irrelevant stuff from sight	14
Plates (餐盤)	For cooking teams	40
Audio System (音響)	Play the background music	1
First-Aid Kit (醫藥箱)	In case of accidents	3

Direction Stickers (弓 路標識)	Lead members to the competition area	5
Plum Syrup (酸梅湯)	For judges to drink	The amount of 80 people
Chinese Hamburgers (肉夾饅)	For judges to eat	The amount of 60 people
Sushi (壽司)	For judges to eat	The amount of 60 people
Brownies, cakes (朱古力布朗尼, 小蛋糕)	For judges to eat	The amount of 90 people
Milk Tea (奶茶)	For judges to drink	The amount of 80 people
Fruits (水果)	For judges to eat	The amount of 60 people
Brown sugar glutinous rice cakes (紅糖糍粑)	For judges to eat	The amount of 60 people
Spicy Hot Pot (麻辣燙)	For judges to eat	The amount of 80 people
Turkey Noodle (火雞面)	For judges to challenge during the waiting time	The amount of 5 people
Patch boards (插綫板)	For powering the cookers and the induction cookers for refreshments	8

Budget

Cash Outflow	
Poster	45 HKD
Easy-stand	90 HKD
Patch boards	640 HKD
Leaflets	340 HKD
Fruits	230 HKD
Brownie and Cakes	200 HKD
Spicy Hot Pot	450 HKD

Sushi	270 HKD
Brown sugar glutinous rice cakes	100 HKD
Chinese Hamburgers	250 HKD
Plum Syrup	90 HKD
Milk Tea	200 HKD
Turkey Noodle	30*5 HKD = 150 HKD
Napkins	50 HKD
Disposable Tablecloth	20 HKD
Disposable Gloves	10 HKD
Garbage Bag	10 HKD
Decoration	120 HKD
Soft drinks	250 HKD
Tickets and certificates of merit	40 HKD
First Prize (Multi-function pot)	500 HKD
Second Prize (No-stick pan)	200 HKD
Third Prize (Small cooking pot)	123 HKD
Fourth Prize (Kitchenware)	5*40 HKD = 200 HKD
Subsidization for Cooking Teams	8*300 HKD = 2400 HKD
Total Outflow	<u>6978 HKD</u>
Cash Inflow	
Member Registration Fee	70*60 HKD = 4200 HKD
Non-member Registration Fee	15*80 HKD = 1200 HKD
Walk-in Registration Fee	5*100 HKD = 500 HKD
Total Inflow	<u>5900 HKD</u>

Total Cash Flow	<u>-1078 HKD</u>
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7. Regular Function 1 (Secret Board)

PIC

-CHEN Yi

Objectives

- To provide students in HKUST with a platform to express their thoughts anonymously.
- To create a chance for students in HKUST to communicate with people they don't know.
- To promote CFAS among students.

Date

-May 15th (Fri.)

Venue

-Online

Target Groups

-People who want to post or comment anonymously

Content

Secret Board is a platform where people can post and comment anonymously. People can leave a comment about everything there except for the content which is unfriendly to others or related to some special topics. Each day a new topic will be posted on the top of the board and students can share whatever about this topic there.

Preparation

Deadline	Content	PIC(s)
April 12th	Send emails to all ExcOs to brainstorm details about the secret board	YANG Mu
April 20th	Finish the first draft of promotion email	YANG Mu
April 20th	Finish the first draft of the WeChat article	SUN Run

April 28th	Finish the first draft of the online system for the secret board	TU Yifan
April 28th	Finish the second draft of the WeChat article	SUN Run
April 28th	Finish the second draft of promotion email	YANG Mu
May 3rd	Finish the third draft of the WeChat article	SUN Run
May 3rd	Finish the second draft of the online system for the secret board	TU Yifan
May 3rd	Finish the third draft of promotion email	YANG Mu
May 5th	Finish the first draft of the WeChat to publish the secret board	SUN Run
May 11th	Send an email to all members to inform the activity	YANG Mu
May 11th	Finish the second draft of the WeChat article to publish the secret board	SUN Run
May 11th	Promote on WeChat	SUN Run
May 11th	Finish the third draft of the online system for the secret board	TU Yifan
May 13th	Finish the third draft of the WeChat article to publish the secret board	SUN Run
May 15th	Publish the secret board on WeChat	SUN Run
May 22rd	Hold an evaluation meeting	CHEN Yi

Budget

Total Cashflow	<u>0 HKD</u>
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Regular Function 2 (Purchase for You)

PIC

-CHEN Yi

Objectives

- To promote Chinese food culture to the students in HKUST
- To provide students with a chance to enjoy delicious Chinese food
- To attract people to take part in the following activities to be held by CFAS

Date

-November 23rd (Mon.)-November 27th (Fri.)

Venue

-Promotion counters

Target Groups

-People who have an interest in trying Chinese representative food

Content

- Before October 21st
 - The Executive Committee will confirm the product to purchase. Before each purchasing function, members can select one or two preferred products by replying inquisitional emails sent by CFAS. We will choose the most popular food to buy. Besides, we will send regarding emails to all members in order to remind them of this activity.
- November 8th -November 12th
 - Both members and non-members can reserve the product we're going to buy at our counter. The quota of the registration will be announced at the beginning of the function, which is decided by the Executive Committee in advance.
- November 14th
 - The PIC will contact the factories again to confirm the order.
- November 23rd -November 27th
 - The Executive Committee will set a counter to give out food to people as they ordered.

Preparation

Deadline	Content	PIC(s)
October 20th	Send emails to all ExcOs to brainstorm suitable food to purchase	YANG Mu
October 23rd	Have a meeting to decide food to purchase	All ExcOs
October 25th	Finish the first draft of promotion email	ZHU Chengcheng

October 25th	Finish the first draft of the WeChat article	SUN Run
October 26th	Buy the specimen that we decide to purchase	CHEN Yi
October 28th	Finish the second draft of the WeChat article	SUN Run
October 28th	Finish the second draft of promotion email	ZHU Chengcheng
October 29th	Try the specimen and confirm the product to purchase	CHEN Yi
November 1st	Finish the third draft of the WeChat article	SUN Run
November 1st	Negotiate with the vendor for a lower price	MA Jianheng DONG Jiaqi CHEN Yi
November 2nd	Book the venue	TANG Zichen
November 2nd	Finish the third draft of promotion email	ZHU Chengcheng
November 6th	Send an email to all members to inform the activity	ZHU Chengcheng
November 6th	Promote on WeChat	SUN Run
November 8th -November 12th	Run the registration and charging process	The one who sits counter
November 12th	Count and check the money	CHEN Yi
November 12th	Finish the first draft of reminder email	YANG Mu
November 12th	Purchase the food	CHEN Yi
November 12th	Book the venue	TANG Zichen
November 14th	Finish the second draft of reminder email	YANG Mu
November 16th	Finish the third draft of reminder email	YANG Mu
November 17th -November 18th	Get and store the food	TANG Zichen WU Yi
November 22nd	Send emails to inform people to get the food they ordered	YANG Mu
November 23rd -November 27th	Distribute the food at the counter	The one who sits counter
November 27th	Hold an evaluation meeting	CHEN Yi

Budget

Cash Outflow	
Food	1800 HKD
Shipping Fee	550 HKD
Total Outflow	<u>2350 HKD</u>
Cash Inflow	
Revenue	2600 HKD
Total Inflow	<u>2600 HKD</u>
Total Cashflow	<u>250 HKD</u>

8. Promotion and Recruitment

8.1. Subsidiary Committee Recruitment

PIC

-HE Chenxi

Date of Interviews

-August 28th -30th

Time

-10:00-18:00

Venue of the Interviews

-LG5 Conference Room

Content

- Promotion will begin as the freshmen enter the campus.
- An information session will be held in summer, for the purpose of promoting the society. During the information session, the Executive Committee members will introduce CFAS, along with informative brochures, PPTs and videos.
- Emails with promotion purpose will be sent to freshmen.
- The interview will be promoted through online articles and other ways.
- Interviews will assess the eligibility of the Subsidiary Committee applicants.
- The society will recruit around 35 Subsidiary Committee members.

Preparation

Deadline	Content	PIC(s)
Spring Semester of 2020-2021	Attend the meeting of MSSSUG and stay informed of their plan	HE Chenxi WANG Yinan WONG Ka Ki
June 25th	Finish the first draft of promotion brochure	CHAN Kwan Kiu
June 26th	Book the venue for rehearsal	TANG Zichen
June 27th	Book the venue for interviews	TANG Zichen
June 28th	Book the venue for the first Sub-com meeting	TANG Zichen
July 1st	Finish the second draft of the promotion brochure	CHAN Kuan Kiu
July 1st	Finish the first draft of the PPT	TU Yifan
July 6th	Finish the final version of the promotion brochure	CHAN Kwan Kiu
July 6th	Finish the second draft of the PPT	TU Yifan
July 14th	Finish the final draft of the PPT	TU Yifan
July 14th	Finish the first draft of the promotion email	YANG Mu
July 20th	Finish the second draft of the promotion email	YANG Mu
July 21st	Finish the final version of the promotion email	YANG Mu
July 21st	Finish the first version of the interview questions	HE Chenxi WANG Yinan

		WONG Ka Ki
July 30th	Finish the final version of the interview questions	HE Chenxi WANG Yinan WONG Ka Ki
August 1st	Finish the first draft of WeChat article	SUN Run
August 5th	Finish the second draft of WeChat article	SUN Run
August 13th	Finish the final version of WeChat article	SUN Run
August 14th	Finish the Subsidiary Committee online application form	ZHU Chengcheng
August 25th	Have the rehearsal for the interview	All ExcOs
August 26th	Publish the WeChat article	SUN Run
August 28th –30th	Hold the Interview	All ExcOs
August 31st	Hold the first meeting of the Subsidiary Committee	All ExcOs

Budget

Cash Outflow	
Brochure	100HKD
Guidepost	6HKD
Nameplate	5HKD
Application Form	30HKD
Total Outflow	<u>141HKD</u>
Total Cash Flow	<u>-141HKD</u>

8.2. Orientation Week

PIC

-HE Chenxi

Objectives

- To promote CFAS and the 16th Executive Committee to all students
- To promote the upcoming functions of the CFAS Week and expand the influence of CFAS
- To recruit new members for CFAS
- To let freshmen get familiar with the society culture in HKUST

Date

-August 31st (Mon.)-4th (Fri.) and September 7th (Mon.)-11th (Fri.)

Time

-9:00-18:00

Venue

- CFAS Counter
- Atrium

Expected Number of Members

- 160 Full Members
- 10 Two-Year Members
- 15 One-Year Members
- 15 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
- Promotion of the upcoming functions
- Hand out souvenir packages to new full members
- Hand out welfare packages during the weeks
- Sell society T-shirts, society paper, society folders and other souvenirs

Preparation

Deadline	Content	PIC(s)
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July 3rd	Finish the first draft of the society T-shirt	CHAN Kwan Kiu
July 6th	Brainstorm the souvenirs to be put in the package	All ExcOs
July 8th	Finish the second draft of the society T-shirt	CHAN Kwan Kiu
July 11th	Confirm the souvenirs to be put in the package	All ExcOs
July 12th	Finish the final version of the society T-shirt	CHAN Kwan Kiu
July 15th	Finish the first draft of the society plaque	CHAN Kwan Kiu
July 20th	Finish the second draft of the society plaque	CHAN Kwan Kiu
July 25th	Finish the final version of the society plaque	CHAN Kwan Kiu
July 31st	Purchase the society T-shirt	CHEN Yi
July 31st	Purchase the materials	CHEN Yi WU Yi

Budget

Cash Outflow	
Society T-shirt	50*40 HKD=2000 HKD
Society Paper	800HKD
Society Folder	1500HKD
Full-member Package	2000HKD
Society Bag	1500HKD
Total Outflow	<u>7800HKD</u>
Cash Inflow	
Full Membership Fee	160*160 HKD=25600 HKD
Two-Year Membership Fee	10*100 HKD=1000 HKD
One-Year Membership Fee	15*60 HKD=900 HKD

Exchange Membership Fee	15*50 HKD=750 HKD
Society Paper	40 HKD
Society Folder	80 HKD
Society T-shirt	15*50 HKD=750 HKD
Total Inflow	<u>29120HKD</u>

Total Cash Flow	<u>21320HKD</u>
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9. Information Session

PIC

-HE Chenxi

Objectives

- To recruit students who are interested in running CFAS as the 17th Executive Committee
- To introduce CFAS and its goals
- To introduce each position formally so the students can choose positions accordingly
- To share the experience of running the society as the 16th Executive Committee so that the students can understand the responsibility of becoming a member of the Executive Committee
- To expand the influence of CFAS

Date

-November 4th (Wed.)

Time

-19:00-21:00

Venue

-LG5 Conference Room

Target Group

-All students who are interested in being a member of the 17th Executive Committee

Notes

-An introduction manual should include the functions of the society during the past year and the brief

job description for each position.

-The aim is to allow the participants to understand the functioning and responsibility of the society.

Rundown

-17:30-18:00

-TANG Zichen will be responsible for putting up the guideposts of the session.

-18:00-18:50

-All the Executive Committee members will arrive.

-All the Executive Committee members will run through the session with the PPT once.

-TU Yifan and WU Yi will check the projector and microphones.

-ZHU Chengcheng and YANG Mu will hand out the manuals.

-18:50-19:00

-Participants will arrive at the venue.

-19:00-20:30

-Information Session will begin.

-HE Chenxi will give a brief introduction of the society's structure and functions.

-All Executive Committee members will introduce the job speciation for each position and their personal experiences.

-20:30-20:45

-A Q&A session will be held to answer any questions from the participants regarding CFAS or the positions.

-20:45-21:00

-The Information Session will end.

-Participants can stay behind if they have any questions for the current Executive Committee.

-Participants can stay behind to discuss their interested positions.

-21:00-21:30

-The Executive Committee will clean up the venue.

Preparation

Deadline	Content	PIC(s)
October 9th	Book the venue	TANG Zichen
October 11th	Collect words for the manual from the Executive Committee	YANG Mu
October 13th	Finish the first draft of the manual	CHAN Kwan Kiu
October 15th	Finish the first draft of the PPT	TU Yifan
October 18th	Finish the second draft of the manual	CHAN Kwan Kiu
October 19th	Finish the first draft of the poster	CHAN Kwan Kiu

October 21st	Finish the second draft of the PPT	TU Yifan
October 22nd	Finish the final draft of the manual	CHAN Kwan Kiu
October 24th	Finish the first draft of the promotion and reminder email	ZHU Chengcheng
October 24th	Finish the second draft of the poster	CHAN Kwan Kiu
October 26th	Print the manuals	WU Yi
October 26th	Finish the final draft of the PPT	TU Yifan
October 26th	Finish the first draft of the WeChat article	SUN Run
October 28th	Finish the final draft of the poster	CHAN Kwan Kiu
October 28th	Finish the final draft of the promotion and reminder email	ZHU Chengcheng
October 28th	Finish the final version of WeChat article	SUN Run
October 31st	Finish the final draft of the words for each position in the PPT	All ExcOs
October 31st	Print the posters and the manuals	TANG Zichen WU Yi
November 1st	Put up the posters	TANG Zichen WU Yi
November 1st	Send the promotion email	YANG Mu
November 3rd	Have the rehearsal and evaluation	All ExcOs
November 3rd	Send the reminder email	YANG Mu
November 4th	Prepare the guidepost	TANG Zichen

Budget

Cash Outflow	
Poster	45 HKD
Manual	50HKD

Guideposter	10HKD
Total Outflow	<u>105HKD</u>

Total Cash Flow	<u>-105HKD</u>
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10. Welfare

10.1. Gift Distribution

PIC

-CHEN Yi

Objectives

- To promote Chinese Folk Art Society in HKUST
- To deliver gifts as welfare to CFAS members to show gratitude to their support
- To attract more HKUST students to become members of CFAS

Date

-November 23th (Mon.)-November 27th (Fri.)

Time

-9:00-18:00

Venue

-CFAS Counter

Target groups

-All CFAS full-members

Preparation

Deadline	Content	PIC(s)
November 1st	Send emails to all ExcOs to list suggestions of possible package objectives	All ExcOs
November 4th	Decide the gifts based on these	CHEN Yi

	suggestions	
November 5th	Negotiate with the vendors for a lower price	CHEN Yi MA Jianheng DONG Jiaqi
November 7th	Book the counter	TANG Zichen
November 8th	Purchase the gifts	CHEN Yi
November 17th	Finish the first draft of the WeChat article	SUN Run
November 17th	Finish the first draft of the promotion email	YANG Mu
November 21st	Finish the second draft of the WeChat article	SUN Run
November 21st	Finish the second draft of the promotion email	ZHU Chengcheng
November 22nd	Promote by WeChat and email	SUN Run ZHU Chengcheng
November 23th -November 27th	Give out gifts	All ExcOs

Budget

Cash Outflow	
Welfare for Full-member	300*47 HKD= 14100 HKD
Shipping Fee	764 HKD
Easy-stand	90HKD
Total Outflow	<u>14654 HKD</u>
Total Cash Flow	<u>-14654 HKD</u>

10.2. Welfare in All Functions

-All CFAS members will be offered a discount in every function, which can be referred to the “Registration Fee” parts.

11. Total Budget

The budget presented above is not accurate because of various factors such as unexpected expenses and fluctuating prices. After all the functions are completed, a comprehensive financial report will be available.

12. Handover

The 16th Executive Committee will make all round preparations for handover issues such as the annual general meeting after the last function. Under careful observation, every candidate of the nominated cabinet will be assessed and evaluated. The nominated cabinet shall carry out their work independently without the Executive Committee’s assistance. The handover shall be completed in early March.