

Year Plan

Chinese Folk Art Society, HKUSTSU
Session 2019-2020

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1. Introduction

Chinese Folk Art Society (CFAS), founded by mainland students in Hong Kong University of Science and Technology, is a society seeking to enlarge the influence of traditional Chinese culture and propagate original Chinese folk art through its innovative and diverse activities. Chinese Folk Art Society's activities also contribute to the communication between students from different cultural backgrounds and provide a platform for them to exchange ideas and share unique perspectives. Through sustained efforts, Chinese Folk Art Society strives to better serve its members and has become one of the most influential societies in HKUST.

2. Mission

2.1. Overall Mission Statement

The mission of 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 charm of traditional Chinese culture. In the coming year, the major idea of the 15th Executive Committee is 'infinity', which means unlimited possibility. The 15th Executive Committee intends to offer various innovative activities related to traditional Chinese history and also Hong Kong history to let participants experience more fun and freshness and have more opportunities to learn more about different cultures. Besides, the 15th Executive Committee will provide a platform for members from different backgrounds to communicate with each other. Particularly, the 15th Executive Committee wishes to make a better use of online platforms, such as WeChat, Facebook, CFAS website and Instagram, to promote Chinese culture and itself. In addition, it is CFAS's goal to keep developing itself and attracting new members from different backgrounds.

2.2. For Mainland Students

Through the organization of traditional Chinese cultural activities, Chinese Folk Art Society aims at increasing the sense of belonging and identity of mainland students so that CFAS can be their spiritual pillar. What CFAS will work on is providing a communication platform for mainland students, where they can meet new friends who have the same idea and interest so that they can feel the warmth of home. The activities held by Chinese Folk Art Society will gradually make mainland students find it much easier to make new friends and adapt to life in Hong Kong.

2.3. For Local Students

Chinese Folk Art Society also holds mission towards local students. By representing the authentic Chinese culture, the society aims to narrow the culture gap between local and mainland students and to give the local students a better knowledge of the Chinese traditional culture. Local students who join in CFAS's activities will find it easier to embrace students from all cultural backgrounds.

2.4. For International Students

In order to better promote traditional Chinese culture and attract more students from different cultures, the 15th Executive Committee will strive to ensure the participation and motivation of international students. So far, the international students are generally interested in our activities, which give them a great way to experience Chinese culture. Through participating in activities held by the 15th Executive Committee, they can make more friends and integrate the local university culture much more easily.

3. Executive Committee

3.1. Responsibility

It is the obligation of the 15th Executive Committee to develop Chinese Folk Art Society and represent its members. Every member of the Executive Committee will be committed to protect the interests of the society and members.

3.2. Positions

The 15th Executive Committee of Chinese Folk Art Society consists of twelve students who were admitted to HKUST in fall, 2018.

Position	Name
President	TAN Qinyi 譚沁漪
Internal Vice-President	LI Yanyu 黎彥好
External Vice-President	ZHANG Yao 張瑤
External Secretary	FU Jiayi 付家怡
Financial Secretary	XU Yibei 徐伊貝
Marketing Secretary	HE Jiaming 何家銘
General Secretary	LI Jiehua 黎杰華 TONG Zihan 童梓涵
Promotion Secretary	YANG Zhirui 楊志睿 ZHOU Yunqin 周韞沁
IT Secretary	XIA Yunlei 夏雲雷

Public Relation Secretary	YU Zherui 于哲睿
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4. Promotion and Communication

4.1.Promotion

Promotion is essential to enlarge the influence of the society and introduce every upcoming activity. As a result, it is a very important part in the work of the 15th Executive Committee.

The methods of promotion include the following:

4.1.1. COUNTER

The Executive Committee will set a counter, distinguishing itself by the society logo, for registration of CFAS's functions.

4.1.2. POSTERS, LEAFLETS, EASY-STANDS AND BANNERS

The promotion secretaries have the obligation to design posters, leaflets, easy-stands, and banners while the general secretaries have the obligation to print them. These promotion materials will serve as a brief introduction and advertisement of a function.

4.1.3.VIDEOS

Videos play a significant role in promoting the functions and the society itself. The promotion

secretaries are responsible to do the overall design of the videos while the IT secretary is responsible for shooting.

4.2. Communication with Members

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

4.2.1. EMAIL

Serving as notices or reminders of the upcoming events, emails written by the Internal Vice-President will be sent from the official email address of CFAS, proofread and approved of by all members of the Executive Committee.

4.2.2. WECHAT PUBLIC PLATFORM

The Public Relation Secretary is responsible for running and developing the WeChat public platform of CFAS. WeChat public platform is one of the main ways for CFAS to show itself to its members, especially mainland students.

4.2.3. FACEBOOK AND INSTAGRAM

The Public Relation Secretary is responsible for running and developing Facebook page and Instagram account of CFAS. The Facebook page and 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 to run and develop 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
Inauguration Ceremony	April 2 nd 19:15-21:30	LT-B	TAN Qinyi ZHANG Yao
Before Sunrise	April 27 th - April 28 th 10:00-22:00	Common Room 5+6	TONG Zihan LI Jiehua XU Yibei ZHANG Yao

Trip to Xi'an		June 3 rd -June 10 th	Xi'an	FU Jiayi LI Yanyu XU Yibei
CFAS Week	Snowy Mooncake Workshop	September 17 th 19:00-21:00	Room 2465 (TBC)	ZHANG Yao TAN Qinyi XU Yibei
	The Chosen One	September 19 th 19:00-21:00	LT-C (TBC)	LI Yanyu HE Jiaming XIA Yunlei
	Trip to Hong Kong Geopark	September 21 st 10:00-16:00	Hong Kong Geopark	LI Jiehua FU Jiayi TONG Zihan
Woodcut Workshop		October 15 th 19:00-21:30	Common Room 1+2	HE Jiaming XIA Yunlei ZHOU Yunqin
Aeolian Bell Workshop		October 31 st 18:00-21:00	Common Room 1+2	YANG Zhirui LI Yanyu YU Zherui
One Night of Dunhuang		November 22 nd 19:00-21:00	Common Room 1+2	YU Zherui LI Yanyu YANG Zhirui

6.1. Inauguration Ceremony 就職典禮

PIC
-TAN Qinyi

VPIC
-ZHANG Yao

Objectives

- To formally hand over the Executive Committee
- To present the 15th cabinet of Chinese Folk Art Society to all the guests
- To show the spirit and to enlarge the influence of Chinese Folk Art Society
- To establish strong relationships between the Executive Committee of Chinese Folk Art Society and those of other societies

Date

- April 2nd (Tue.)

Time

- 19:15-21:30

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 personnels outside of HKUST): 25
- Member representatives: 15
- The 14th Executive Committee of Chinese Folk Art Society: 13
- 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

- 15:30

-The Executive Committee will arrive at the venue.

-15:30-19:15

-LI Jiehua and TONG Zihan will hang up the banner and set up the check-in board.

-LI Yanyu and XU Yibei will set up the check-in counter for all the arrivals.

-XIA Yunlei and LI Jiehua will check the equipment in the venue, including the microphones and the projector.

-HE Jiaming will paste the seat numbers on the seats according to the plan.

-ZHANG Yao will check the drinks and refreshment.

-TAN Qinyi 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 Chinese Folk Art Society.

-19:15-19:40

-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 15th Executive Committee members.

-All members of the 15th Executive Committee will socialize with guests and the Executive Committee members from other societies, while having refreshment and giving out name cards.

-19:40-19:50

-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 15th Executive Committee members will stay outside and socialize with guests and professors.

-19:50-20:00

-The MCs will ask the audience to stand up and invite the guests to enter the venue.

-The MCs will ask the 15th Executive Committee except the president to enter the venue.

-20:00-20:05

-The MCs will give a brief introduction to the guests and society representatives.

-20:05-20:25

-Some of the guests will give speeches in turn and receive souvenirs from the president of the 15th Executive Committee afterwards.

-20:25-20:30

-The MCs will invite the president of the 14th Executive Committee to give a speech. TAN Qinyi will give a souvenir after the speech.

-20:30-20:40

-MCs will invite all the participants to watch a video that introduces the 15th Executive Committee and the upcoming events.

-20:40-21:00

- MCs will invite the members of the 15th Executive Committee to the stage and introduce them one by one. The members will bow to the audience accordingly.
- All members of the 15th Executive Committee will take oath, which represents the cabinet’s determination to improve the society and serve each of the members diligently.
- The president of the 14th Executive Committee will hand over the society seal to the 15th Executive Committee, which signifies the inheritance of the society. Meanwhile, MCs will introduce the symbolic meaning of the society seal.
- 21:00-21:05
 - The president of the 15th Executive Committee will give a speech.
- 21:05-21:30
 - TAN Qinyi 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 15th Executive Committee will leave the venue.
 - MCs will invite all the participants to enjoy the refreshment outside the venue.
- 21:30-22:00
 - Members of the 15th Executive Committee will give out name cards and socialize with the guests, while having refreshment.
 - Members of the 15th Executive Committee will say farewell to all the participants.
 - Members of the 15th Executive Committee will clean up the venue. (TONG Zihan will organize the cleaning of the venue and the refreshment zone, and LI Jiehua will return all the borrowed equipment.)
- 22:40-23:30
 - TAN Qinyi and ZHANG Yao will organize an evaluation meeting.

Preparation

Deadline	Content	PIC(s)
February 21 st	Book the venue for the ceremony	LI Jiehua
February 21 st	Book the venue for rehearsals	LI Jiehua
February 22 nd	Finish the first draft of the emails sent to guests and societies	LI Yanyu

February 23rd	Finish the first draft of the society paper and the society folder	ZHOU Yunqin
February 23rd	Finish the first draft of the video	YANG Zhirui
February 25th	Finish the first draft of the name cards	YANG Zhirui
February 25th	Finish the first draft of the invitation letter	ZHOU Yunqin
February 25th	Finish the second draft of the emails sent to guests and societies	LI Yanyu
February 25th	Finish the second draft of the society paper and the society folder	ZHOU Yunqin
February 25th	Finish the first draft of MC script	YU Zherui
February 26th	Finish the second draft of the video	YANG Zhirui
February 27th	Finish the first draft of the souvenir bag	ZHOU Yunqin
February 27th	Finish the final draft of the invitation letter	ZHOU Yunqin
February 27th	Finish the second draft of the name cards	YANG Zhirui
February 27th	Finish the final draft of the emails sent to guests and societies	LI Yanyu
March 1st	Finish the final draft of the society paper	ZHOU Yunqin
March 1st	Finish the final draft of the society folder	ZHOU Yunqin
March 1st	Finish the second draft of the nameplates	ZHOU Yunqin
March 1st	Finish the final version of the video	YANG Zhirui
March 1st	Finish the final draft of the name cards	YANG Zhirui

March 1st	Contact the guests and other societies from other universities as planned	FU Jiayi ZHANG Yao
March 1st	Finish the final draft of the invitation letter	ZHOU Yunqin
March 2nd	Finish the first draft of the nameplates	ZHOU Yunqin
March 2nd	Purchase the name cards	TONG Zihan
March 2nd	Finish the second draft of the souvenir bag	ZHOU Yunqin
March 2nd	Finish the final version of MC script	YU Zherui
March 2nd	Purchase the invitation letter	TONG Zihan
March 3rd	Finish the first draft of the PPT	XIA Yunlei
March 3rd	Finish the first draft of the speech	TAN Qinyi
March 4th	Send emails to other societies	LI Yanyu
March 4th	Send the email to other guests	LI Yanyu
March 4th	Finish the final draft of the souvenir bag	ZHOU Yunqin
March 4th	Settle down the MCs and helpers	All ExcOs
March 5th	Contact the helpers and MCs	All ExcOs
March 5th	Finish the first draft of check-in board	ZHOU Yunqin
March 6th	Finish the second draft of the speech	TAN Qinyi
March 6th	Finish the third draft of the MC script	YU Zherui
March 6th	Finish the second draft of the nameplates	ZHOU Yunqin
March 7th	Finish the second version of the PPT	XIA Yunlei

March 7th	Finish the first draft of the brochure	ZHOU Yunqin
March 8th	Brainstorm the souvenirs	All ExcOs
March 9th	Finish the final version of the speech	TAN Qinyi
March 9th	Purchase the materials needed	XU Yibei
March 9th	Finish the first draft of the oath	TAN Qinyi
March 10th	Purchase the souvenir bag	TONG Zihan
March 10th	Purchase the society paper and the society folder	TONG Zihan
March 10th	Finish the final version of the PPT	XIA Yunlei
March 10th	Film the video	YANG Zhirui
March 10th	Finish the second draft of check-in board	ZHOU Yunqin
March 10th	Finish the third draft of the nameplates	ZHOU Yunqin
March 11th	Finish the second draft of the brochure	ZHOU Yunqin
March 11th	Finish the final version of the MC script	YU Zherui
March 12th	Have the first rehearsal and evaluation	All ExcOs
March 13th	Purchase any missing materials	TONG Zihan XU Yibei
March 13th	Adjust the speech according to the rehearsal result	TAN Qinyi
March 13th	Adjust the MC script with the MCs according to the rehearsal result	YU Zherui
March 13th	Finish the second draft of the oath	TAN Qinyi
March 14th	Finish the first draft of the thank-you letter	ZHOU Yunqin

March 14th	Finish the final version of the nameplates	ZHOU Yunqin
March 14th	Finish the final version of the check-in board	ZHOU Yunqin
March 14th	Finish the third version of the brochure	ZHOU Yunqin
March 15th	Purchase the check-in board	TONG Zihan
March 16th	Finish the first edited version of the video	YANG Zhirui
March 16th	Finish the first draft of the seat cards	ZHOU Yunqin
March 16th	Have the first rehearsal and evaluation	All ExcOs
March 17th	Finish the second draft of the thank-you letter	ZHOU Yunqin
March 17th	Finish the final version of the oath	TAN Qinyi
March 17th	Finish the final version of brochure	ZHOU Yunqin
March 17th	Finish the first draft of the road guide	ZHOU Yunqin
March 18th	Print the brochure	TONG Zihan
March 20th	Finish the final version of the seat cards	ZHOU Yunqin
March 20th	Finish the final draft of the thank-you letter	ZHOU Yunqin
March 20th	Finish the second edited version of the video	YANG Zhirui
March 21st	Finish the seating plan	ZHANG Yao
March 21st	Print thank-you letters	TONG Zihan
March 22nd	Settle down the refreshment and drinks	HE Jiaming XU Yibei
March 23rd	Purchase the food	HE Jiaming

March 23rd	Make sure all materials are in place for the ceremony	TONG Zihan
March 24th	Finish the third edited version of the video	YANG Zhirui
March 24th	Finish the first version of the WeChat review of the event	YU Zherui
March 24th	Finish the final version of the seat cards	ZHOU Yunqin
March 25th	Finish the final version of the road guide	ZHOU Yunqin
March 25th	Prepare the packages	All ExcOs
March 25th	Print the seat cards	TONG Zihan
March 26th	Finish the second version of the WeChat review of the event	YU Zherui
March 26th	Finish the final edited version of the video	YANG Zhirui
March 27th	Have the third rehearsal and evaluation	All ExcOs
March 30th	Finish the third version of the WeChat review of the event	YU Zhirui
April 2nd	Finish the final version of the WeChat review of the event	YU Zherui
April 2nd	Hold an evaluation meeting	All ExcOs

Budget

Cash Outflow	
Refreshments	1312 HKD
Souvenirs	1152 HKD
Name Cards	603 HKD
Seat Cards	50 HKD
Souvenir Bags	227 HKD

Check-in Board	453 HKD
Thank-you Letters	407 HKD
Invitation Letters	282 HKD
Nameplates	35 HKD
Brochure	1587 HKD
Tableware	238 HKD
Garbage Bag	10 HKD
Tissue	20 HKD
Balloons	22 HKD
Drinks	200 HKD
Shipping Fee	700 HKD
Testimonial	407 HKD
Table Cloth	241 HKD
Boutonnieres	204 HKD
Folders	13 HKD
Paint Markers	10 HKD
Dessert Plate	70 HKD
Total Cash Flow	<u>-7599 HKD</u>

6.2. Before Sunrise 無人破曉

PIC
-TONG Zihan

VPIC

- LI Jiehua
- XU Yibei
- ZHANG Yao

Objectives

- To provide participants an opportunity to experience modern Chinese culture
- To offer participants a chance to know more about Chinese history
- To let participants feel the pleasure and stimulation of detection

Date

- April 27th (Sat.)-April 28th (Sun.)

Time

First Day

- 11:00-21:00

Second Day

- 10:00-22:00

Venue

- Common Room 5+6

Target groups

- Students who are interested in detection and solving problems
- Students who are interested in Chinese history and culture of modern times

Expected Number of Participants

- Member: 52
- Non-member: 10
- Walk-in: 4

Registration Fee

- Member: 40 HKD
- Non-member: 60 HKD
- Walk-in: 80 HKD

Content

1. Background

- Among all those Chinese cities of 1930s, Shanghai was famous for its prosperous economy,

multicultural and international atmosphere and debauchery night life. Along the Bund, hundreds of dance halls lit up the skyline until midnight. Meanwhile, as the portal city of modern China, Shanghai was also a place for forces of various parties to contend with one another. Entertainment venues, especially dance halls, which witnessed the desire and sinister of human hearts, were the frontline of such conflicts. One night, a resident singer of *Paramount* – the biggest dance hall of Shanghai at that time, was found dying in her room. However, her death provoked the concern of many interest groups. Soon, six people with different backgrounds gathered at the crime scene. They all used to have associations with the dead singer and were eager to find out the murderer and how the victim was killed. Who was the murderer? How did he kill the victim? What was his motive? Why were all these people so anxious? Was there anything remaining under cover? Some questions may be dangerous, but they do have answers. Seek for evidence and think carefully, the future of this city is in your hands!

2.Function Flow

- For each slot, there will be six participants and five other Executive Committee members who help set the venue and guide participants to play.
- All the participants will gather in Common Room 5+6. After assigning roles, the compere will distribute guidelines of different roles to participants and let them read and memorise carefully.
- 20 minutes later, each participant will have a notebook and a pen to record and get into the venue, which will be set and decorated as the room of the victim, to detect evidences and record them. Participants will also be allowed to take photos during this time. Executive Committee members except the compere will watch the participants to prevent them from damaging the props and arrangement.
- 15 minutes later, the compere will gather the participants to communicate with one another. The compere may give some tips at this moment.
- 30 minutes later, participants will go to the venue again and continue to detect and record. Executive Committee members will supervise the participants to prevent them from damaging the props and arrangement.
- 15 minutes later, the compere will gather the participants to communicate with one another for 30 minutes. Participants are supposed to reach a consensus on the murderer, his motive and his method of killing the victim.
- Then, the Executive Committee members will take a photo with the participants and give them some souvenirs. After that, participants will get out of the venue, leaving the Executive Committee members to reset the room.
- The Executive Committee members will reset the room in 20 minutes.
- The truth and script will be posted online after all the slots are completed.

Rundown

-9:00-9:20

- The Executive Committee will bring materials to the venue to do the preparation.
- LI Jiehua and TONG Zihan will make sure all materials are there and categorize them.

-9:20-10:40

- The Executive Committee will set up the Common Room 5+6 together.
- XIA Yunlei will make sure that the audio system is working properly.

(Please refer to Function Flow for the rundown of each slot.)

First day:

-11:00-13:00

-Slot 1

-13:00-15:00

-Slot 2

-15:00-17:00

-Slot 3

-17:00-19:00

-Slot 4

-19:00-21:00

-Slot 5

Second day:

-10:00-12:00

-Slot 1

-12:00-14:00

-Slot 2

-14:00-16:00

-Slot 3

-16:00-18:00

-Slot 4

-18:00-20:00

-Slot 5

-20:00-22:00

-Slot 6

-22:00

- The Executive Committee will clean up the Common Room 5+6.
- TONG Zihan will hold an evaluation meeting.

Preparation

Deadline	Content	PIC(s)
March 17 th	Apply for HLTH1010	FU Jiayi

March 17th	Book the venue	LI Jiehua
April 5th	Buy the materials online	XU Yibei
April 5th	First meeting for the decoration plan	TONG Zihan
April 7th	Finish the first draft of the script	XIA Yunlei
April 8th	Finish the first draft of leaflet and poster	ZHOU Yunqin
April 8th	Finish the first draft of the WeChat article	YU Zherui
April 8th	Finish the first draft of the promotion email	LI Yanyu
April 9th	Second meeting for the decoration plan	TONG Zihan
April 10th	Finish the floor plan	TONG Zihan XU Yibei ZHANG Yao
April 11th	Finish the second draft of leaflet and poster	ZHOU Yunqin
April 11th	Finish the second draft of the WeChat article	YU Zherui
April 11th	Finish the second draft of the promotion email	LI Yanyu
April 13th	Finish the second draft of the script	XIA Yunlei
April 13th	Finish the final draft of leaflet and poster	ZHOU Yunqin
April 13th	Finish the final draft of the WeChat article	YU Zherui
April 13th	Finish the final draft of the promotion email	LI Yanyu
April 14th	Print the promotion materials	TONG Zihan
April 14th	Put up posters around the campus	TONG Zihan
April 14th	Design the registration form	LI Yanyu

April 15th	Publish the promotion WeChat article	YU Zherui
April 15th	Send the promotion email	LI Yanyu
April 24th-April 26th	Sit counter and distribute the leaflets	All ExcOs
April 24th	Buy any missing material	TONG Zihan
April 25th	Finish the draft of reminder email	LI Yanyu
April 26th	Send the reminder email	LI Yanyu
April 28th	Post the truth and script online	YU Zherui
April 28th	Hold an evaluation meeting	TONG Zihan

Budget

Cash Outflow	
Decoration Materials	1200 HKD
Souvenirs	200 HKD
Leaflet	345 HKD
Poster	45 HKD
Shipping Fee	300 HKD
Print Cost	50 HKD
Total Outflow	<u>2140 HKD</u>
Cash Inflow	
Member Registration Fee	40*52 HKD=2080 HKD
Non-member Registration Fee	60*10 HKD=600 HKD
Walk-in Registration Fee	80*4 HKD=320 HKD
Total Inflow	<u>3000 HKD</u>

Total Cash Flow	<u>860 HKD</u>
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6.3. Trip to Xi'an 漫行西安

PIC

-FU Jiayi

VPIC

-LI Yanyu

-XU Yibei

Objectives

- To let participants learn more about ancient Chinese culture in the ancient capital Xi'an
- To have fun after a long term of study
- To provide a platform for participants to make more friends in HKUST
- To present different Chinese conventional cultures to participants

Date

-June 3rd (Sun.)-June 10th (Mon.) (TBC)

Venue

-Xi'an

Target Groups

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

Expected Number of Participants

- 30 (Including the Executive Committee)
- Member: 28 (include 12 ExcOs)
- Non-member: 2

Registration Fee

-Member: 4800 HKD

-Non-member: 5000 HKD

-No walk-in

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

Content

1. Promotion and Recruitment

-Email, WeChat and Facebook promotion: April 14th (Sun.)

-Counter, poster, and leaflet promotion: April 15th (Mon.)-17th (Wed.) & April 24th (Wed.)-26th (Fri.)

2. Information session

-Time: April 24th (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 in our trip

Travel Route

-Day I

-Noon: Take a bus to Shenzhen Bao'an International Airport and take the airplane to Xi'an Xianyang International Airport. After arriving, we can go around to feel the flavor of the ancient city.

-Evening: Have a barbecue party together to get closer to each other.

-Day II

-Morning: Breakfast. Then we go to Xi'an City Wall(西安明城牆) to have a taste of the Ming Dynasty. We can either walk or ride bicycles to visit all round of the city wall.

-Noon: We go to Hui Man Street(回民街) to eat traditional Shaanxi food. (Maybe go to the restaurant of Jiasan irrigation soup steamed stuffed bun(西安賈三灌湯包子).)

-Afternoon: Visit Xi'an Drum Tower and Xi'an Bell Tower.

-Evening: Go to 'Yong Xing Street'(永興坊) to have dinner. Then we look around there to feel the traditional Chinese culture and taste some traditional food.

-Day III

-Morning: Breakfast. Then we go to Terracotta Warriors(兵馬俑) by bus, paying a visit in the great miracle.

-Noon: Have traditional Xi'an food around Terracotta Warriors. Then we go to Huaqing Hot Spring(華清池) in Lintong(臨潼) by bus.

-Afternoon: Spend time in Huaqing Hot Spring and have fun.

-Evening: Eat dinner and have fun staying at a hot spring hotel. Then watch the Huachingchi Stage

Drama ‘Everlasting Regret’(長恨歌).

-Day IV

- Morning: Have breakfast at hotel.
- The rest of the day: Take a bus to Hua Mountain(華山), then have fun there.

-Day V

- Morning: Breakfast. Then go to leather-silhouette show(皮影戲) workshop to have fun watching leather-silhouette show and making our own shadow figures(皮影人偶).
- Noon: Have lunch at ‘No.1 noodle restaurant’(天下第一麵) to taste traditional Shaanxi noodles called ‘biangbiang mian’(biang biang麵).
- Afternoon: Then go to Great Wild Goose Pagoda Square(西安大雁塔廣場) to appreciate its beauty.
- Evening: Have traditional Xi’an cuisine around. Then go to Qu Jiang Lake(曲江池) to have a noctivagation.

-Day VI

- Morning: Breakfast. Then go to Shaanxi History Museum(陝西歷史博物館).
- Noon & Afternoon: Have lunch around the museum. Then visit Museum.
- Evening: Have lunch in Xiao Zhai(小寨).
- Night: Have free time traveling around.

-Day VII

- Morning: Breakfast. Then go to suburban district to taste the farmhouse flavor.
- Noon & Afternoon: Go to the vicinity of the farmhouse to have lunch. Then go to the nearby orchard to pick seasonal fruit.
- Evening: Go back to urban area to have dinner.
- Night: Have an end-trip party together.

-Day VIII

- Morning: Breakfast (or have a nice sleep). Then take tour bus back to Xi’an Xianyang International Airport.

Preparation

Deadline	Event	PIC(s)
December 22 nd . January 10 th	Contact the travel agency and submit our proposed destinations	FU Jiayi
December 22 nd . January 10 th	Ask for a probable plan, and check some of its details	LI Yanyu

January 11th	Finish the first draft of the route	FU Jiayi
February 26th- March 2nd	Arrange transportation from HKUST to Shenzhen Bao'an International Airport	XU Yibei
March 18th	Book venue for counter and the information session	LI Jiehua
April 1st	Finish the first draft of the leaflet and poster	ZHOU Yunqin
April 1st	Finish the first draft of email, WeChat and Facebook promotion	LI Yanyu YU Zherui
April 5th	Finish the second draft of the leaflet	ZHOU Yunqin
April 5th	Finish the second draft of email, WeChat and Facebook promotion	LI Yanyu YU Zherui
April 8th	Finish the final draft of the leaflet	ZHOU Yunqin
April 8th	Get the disclaimer and the registration form	FU Jiayi
April 8th	Finish the final draft of email, WeChat and Facebook promotion	LI Yanyu YU Zherui
April 10th	Conduct the rehearsal of the information session	FU Jiayi LI Yanyu XU Yibei
April 13th	Send the final draft of email, WeChat and Facebook promotion	LI Yanyu YU Zherui
April 14th	Arrange the timetable for counter-sitting and promoting	LI Yanyu
April 14th	Finish the application Google form	XIA Yunlei
April 14th	Finish the first draft of information session PPT	FU Jiayi XIA Yunlei
April 15th	Put up posters	TONG Zihan

April 17th	Finish the final version of information session PPT	FU Jiayi XIA Yunlei
April 15th-17th	Sit counter and promote	All ExcOs
April 17th	Finish the first draft of the routine for the information session	FU Jiayi
April 20th	Finish the final draft of the routine for the information session	FU Jiayi
April 24th-26th	Sit counter and promote	All ExcOs
April 23th	Print the routine for the information session	TONG Zihan
April 24th	Hold the information session	FU Jiayi
April 26th	Finish the first draft of the in-trip guidance	LI Yanyu
April 26th	Finalize the disclaimer	LI Yanyu XU Yibei
April 26th	Send an email to remind participants to transfer money to the CFAS account before May 16 th	LI Yanyu
April 26th	Book tickets for departure before April 27 th	FU Jiayi
April 30th	Finish the second draft of the in-trip guidance	XU Yibei
April 30th	Confirm the number of participants (full payment is required) Sign contract with the travel agency	FU Jiayi
May 1st	Finish the final draft of the group designation	LI Yanyu XU Yibei
May 6th	Finish the final draft of the in-trip guidance	LI Yanyu
May 20th	Finish the final draft of the jobs of all ExcOs during the trip	FU Jiayi XU Yibei

May 26th	Send the reminder emails for the departure	LI Yanyu
May 29th	Print the in-trip guidance	TONG Zihan
June 10th	Review the trip	FU Jiayi

Budget

Cash Flow	
Poster	45 HKD
Leaflet	295 HKD
Travel Agency’s Fee	30*3500 HKD=105000 HKD
Fee for Flight (SZX-XAX)	30*1000 HKD=30000 HKD
Receipt	10 HKD
Registration Form	20 HKD
Souvenir	500 HKD
First Aid Kit	100 HKD
Game Material	150 HKD
Charter Fee	2000 HKD
Preparing Cost	300 HKD
Shipping Fee	100 HKD
Print Cost	20 HKD
Total Outflow	<u>138540 HKD</u>
Cash Inflow	
Member Registration Fee	28*4800 HKD=134400 HKD
Non-member Registration Fee	2*5000 HKD=10000 HKD
Total Inflow	<u>144400 HKD</u>

Total Cash Flow	<u>5860 HKD</u>
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6.4. CFAS Week “藝嘆千年” 主題週

PIC

-TAN Qinyi

VPIC

-ZHANG Yao

-LI Yanyu

-LI Jiehua

Objectives

- To show the flow of history
- To introduce some famous historical events to members and participants
- To enable participants to meet and socialize with each other
- To take participants on a substantial trip to the Hong Kong UNESCO Global Geopark and provide some geographical knowledge
- To expand the influence of Chinese Folk Art Society

Date

-September 17th (Tue.), September 19th (Thur.) and September 21st (Sat.)

Target Groups

- Members of Chinese Folk Art Society
- Students who are interested in Chinese history
- Students who want to learn more about traditional Chinese culture
- Students who want to explore more about Hong Kong

Promotion Plan

-September 2nd (Mon.)-6th (Fri.) and September 9th (Mon.)-13th (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 15th Executive Committee will recruit members from different backgrounds to increase the diversity of the participants.

Preparation

Deadline	Content	PIC(s)
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July 10th	Book the venue for the big decoration, banners and counter	LI Jiehua
July 13th	Finish the first draft of the banners	YANG Zhirui ZHOU Yunqin
July 17th	Finish the second draft of the banners	YANG Zhirui ZHOU Yunqin
July 20th	Finish the first draft of the WeChat article	YU Zherui
July 21st	Finish the final version of the banners	YANG Zhirui ZHOU Yunqin
July 25th	Finish the second draft of the WeChat article	YU Zherui
July 27th	Finish the first draft of the easy-stand	YANG Zhirui
July 29th	Finish the final version of the WeChat article	YU Zherui
July 31st	Finish the second draft of the easy-stand	YANG Zhirui
August 1st	Finish the first draft of the leaflet and poster	ZHOU Yunqin
August 2nd	Finish the final version of the easy-stand	YANG Zhirui
August 3rd	Finish the first draft of the promotion email	LI Yanyu
August 5th	Finish the second draft of the leaflet and poster	ZHOU Yunqin
August 7th	Finish the second draft of the promotion email	LI Yanyu
August 8th	Finish the first draft of the big decoration	YANG Zhirui
August 10th	Finish the final version of the leaflet and poster	ZHOU Yunqin
August 13th	Finish the second draft of the big decoration	YANG Zhirui
August 14th	Order the materials of the big decoration online	XU Yibei
August 14th	Print the leaflets, easy-stand and banners	TONG Zihan

August 15th	Finish the final version of the promotion email	LI Yanyu
August 17th	Finish the final version of the big decoration	YANG Zhirui
August 19th	Finish the first draft of registration forms for the activities	LI Yanyu
August 20th	Purchase the materials for the big decoration in Hong Kong	TONG Zihan
August 20th-September 15th	Make the big decoration	All ExcOs
August 21st	Design the promotion counter	YANG Zhirui
August 22nd-25th	Finish the counter decoration	All ExcOs
August 26th	Finish the final version of registration forms for the activities	LI Yanyu
August 27th	Purchase missing materials, if any	TONG Zihan XU Yibei
August 29th	Send the promotion email to members	LI Yanyu
August 29th	Print the posters	TONG Zihan
August 29th	Put up the posters around campus	TONG Zihan
September 1st	Publish the WeChat article	YU Zherui
September 1st	Finish the timetable for counter-sitting and promoting for ExcOs and Sub-coms	LI Yanyu
September 16th	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>
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6.4.1.Snowy Mooncake Workshop 冰臨城下

PIC

-ZHANG Yao

VPIC

-TAN Qinyi

-XU Yibei

Objectives

- To introduce the history of Mid-Autumn Festival
- To provide students with a new and fun experience of making snowy mooncakes on their own
- To give students a chance to show their creativity in making food
- To provide a pleasant environment for participants to make new friends
- To make members more interested in the workshops held by Chinese Folk Art Society

Date

-September 17th (Tue.)

Time

-19:00-21:00

Venue

-Common Room 1+2 (TBC)

Target Group

- Students who are interested in cooking
- Students who are willing to create his or her own snowy mooncakes
- Students who are willing to give play to their imagination and creativity

Expected Number of Participants

- Member: 40
- Non-member: 20
- Walk-in: 5

Registration Fee

- Member: 40 HKD
- Non-member: 60 HKD
- Walk-in: 80 HKD

Rundown

-16:30-17:30

- The Executive Committee will be at the venue and make following preparations:
 - XIA Yunlei will set up the audio-visual equipment and deal with other technical problems on site.
 - LI Jiehua and TONG Zihan will take all needed materials to the venue for the activity.
 - The other members of Executive Committee will arrange the materials for each participant and set the venue as planned.

-17:30-18:30

- LI Jiehua will set up the check-in counter.
- MCs (TONG Zihan and ZHOU Yunqin) will rehearse the introduction of both Mid-Autumn Festival and snowy mooncakes.
- ZHOU Yunqin will rehearse the demonstration of the procedure of making the whole mooncakes.
- The other members of Executive Committee will be in their own positions.

-18:30-19:00

- XU Yibei and LI Yanyu will prepare for check-in counter.
- YU Zherui will maintain the venue order and make a final check.
- TONG Zihan and LI Jiehua will make the final check of the equipment.
- The other members of Executive Committee will be in their own positions.

-19:00-19:30

- When all participants find their seats, MCs (TONG Zihan and ZHOU Yunqin) will announce the beginning of the event and make a brief introduction of Mid-Autumn Festival and snowy mooncakes.
- After the introduction, ZHOU Yunqin will demonstrate the first part of the workshop to the participants and give them some tips.
- XIA Yunlei 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 be allowed to make the skins of the mooncakes with the materials provided by the Executive Committee.
- The Executive Committee will walk around the room to give some help to the participants if needed.
- The participants who finished making the first kind of snow skin can make other flavors of mooncake skins with the materials provided.

-20:00-20:25

- ZHOU Yunqin will demonstrate the second part of how to make the stuffing to the participants.

-20:25-20:45

- After the demonstration, the participants can learn some basic techniques and then they will be allowed to make their own flavors of stuffing with the materials provided by the Executive Committee.
- The Executive Committee will walk around the room to give some help to the participants if needed.
- Participants who finish their snowy mooncakes can do some decoration on them and 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

- TONG Zihan will direct the Executive Committee to clean up the venue.

-21:30-22:00

- ZHANG Yao will hold an evaluation meeting.

Preparation

Deadline	Content	PIC(s)
July 20th	Confirm the rundown	TAN Qinyi XU Yibei ZHANG Yao
August 1st	Book the promotion counter and the venue	LI Jiehua
August 1st	Apply for HLTH1010	FU Jiayi
August 4th	Determine the shopping list	All ExcOs
August 6th	Learn about how to make snowy mooncakes	All ExcOs
August 9th	Finish the first draft of the MC script	YU Zherui
August 11th	Purchase materials online according to the shopping list	XU Yibei
August 11th	Design the venue plan	ZHANG Yao
August 12th	Finish the second draft of the MC script	YU Zherui
August 12th	Finish the first draft of the PPT and background music list	XIA Yunlei
August 18th	Finish the second draft of the PPT and background music list	XIA Yunlei
August 18th	Finish the final draft of the MC script	YU Zherui
August 21st	Finish the final draft of the PPT and background music list	XIA Yunlei
August 21st	Finish the first draft of the reminder email	LI Yanyu
August 31st	Have the first rehearsal and evaluation	TAN Qinyi XU Yibei ZHANG Yao
September 5th	Finish the second draft of the reminder email	LI Yanyu

September 8th	Have the second rehearsal and evaluation	TAN Qinyi XU Yibei ZHANG Yao
September 9th	Finish the final draft of the reminder email	LI Yanyu
September 10th	Post the Internet promotion materials (Including WeChat, Facebook, emails and CFAS website)	LI Yanyu XIA Yunlei YU Zherui
September 10th	Finish purchasing the materials that should be bought in Hong Kong	TONG Zihan
September 15th	Check all the materials for the last time	TONG Zihan
September 16th	Remind all the participants to come by sending emails	LI Yanyu
September 17th	Hold an evaluation meeting	ZHANG Yao

Budget

Cash Outflow	
Table Cloth	10 HKD
Mooncake Packing	160 HKD
Disposable Gloves	30 HKD
Fruit Jam	70 HKD
Mold	190 HKD
Sago	54 HKD
Smashed Bean	69 HKD
Mixed Powder	110 HKD
Sugar	18 HKD
Chocolate Jam	70 HKD

Oil	25 HKD
Milk	200 HKD
Sesame	30 HKD
Stirrer	180 HKD
Coconut Shred	81 HKD
Shipping Fee	200 HKD
Plastic knives	150 HKD
Plastic Bowl	100 HKD
Total Outflow	<u>1747 HKD</u>
Cash Inflow	
Member Registration Fee	40*40 HKD=1600 HKD
Non-member Registration Fee	20*60 HKD=1200 HKD
Walk-in Registration Fee	5*80 HKD=400 HKD
Total Inflow	<u>3200 HKD</u>
Total Cash Flow	<u>1453 HKD</u>

6.4.2.The Chosen One 百家爭鳴

PIC
-LI Yanyu

VPIC
-HE Jiaming

-XIA Yunlei

Objectives

- To provide an opportunity for students who want to show their wealth of knowledge
- To create a relaxing atmosphere for participants to make friends and compete with each other friendly
- To broaden participants' scope of knowledge
- To enhance the influence of Chinese Folk Art Society

Date

-September 19th (Thur.)

Time

-19:00-21:00

Venue

-LT-C (TBC)

Target group

- Students who are willing to make friends
- Students who are interested in competing to solve puzzles

Expected number of participants

- Member: 80
- Non-member: 35
- Walk-in: 5

Registration fee

- Member: 30 HKD (30 HKD refundable upon successful attendance of the function)
- Non-member: 30 HKD (30 HKD refundable upon successful attendance of the function)
- Walk-in: Free

Content:

1.Promotion Methods

- Email
- Easy-stand
- Post on the Internet (Facebook, Instagram and WeChat)
- Video
- To attract students to join the activity, an online system will open during the orientation week. During this period, the students whose points are among the 10 highest every week will be awarded a cup of milk tea on the day of competition and can register without any deposit.

2.Registration

- Students can register to be participants at the CFAS counter.
- They can confirm their registration online first.
- Participants can give priorities to their preferred groups or ask to be divided into the same group with their friends when registering.

3.Check-in

- Each participant will get his own participation number and seat number and a headwear to represent their team.
- The participants will be divided into four different groups (each with 30 participants) : Taoist, Confucianism, Legalism and Mohism(道家, 儒家, 法家, 墨家) (the names of the groups) according to their preferences upon registration. (If the group the participants want to join has no quota left, the participants can only join other groups; If no priority offered, they will be divided randomly or be divided into the group which has the fewest participants.)

4.Game flow

A. Opening ceremony

- The opening ceremony will start at 19:00.
- MCs will present opening words.
- A video about the game flow will be played.
- MCs will introduce the setting, flow, and winning mechanism of the competition.
- MCs will announce the beginning of the competition.

B. Competition

- The first round will consist of 30 questions. All the participants have to answer thirty questions. There will be 15 questions of 1 point, 10 questions of 2 points and 5 questions of 3 points. MCs will read the questions before the choices are displayed. Each question should be answered within 10 seconds after the choices are displayed.
- During the half-time break(中場休息), there will be a lucky draw. Some gifts will be given out. The Executive Committee will count the points in the first round.
- At the beginning of the second round, there will be a demonstration of what the mechanism of this round would be like.
- Before the second round, the MCs will announce the two participants who get the most points in their own groups. These two participants will answer the questions in the second round as a team. There will be 8 participants who are invited onto the stage totally. (If one of the two participants are not willing to go onto the stage, we will invite the participant who ranks below him or her).
- In the second round, the eight participants on the stage will choose their answers by raising up

different boards. The points of the participants on the stage will be counted twice more into the total points of their groups. The participants on the stage can choose participants under the stage to replace them, but the participants under the stage cannot go onto the stage by their own. After the second round begins, the participants on the stage cannot be changed.

-Some special rules for participants on the stage: (There are 12 skill cards in total, each team on the stage will get 3 skill cards)

-When the participants want use skill cards, he or she should ring the bell and the timer will pause

1. (穩中求勝*4) The participants on the stage can eliminate a wrong answer

2. (明哲保身*4) The participants on the stage can choose the answer of the majority of the team with the highest score as his or her answer.

3. (連橫*4) The participants on the stage can change the answers of all of his or her teammates into his or her answer.

-There will be thirty questions in the second round. All the questions will remain the same winning mechanism as the first round. The first to the twentieth question in the second round will be 2 points. MCs will read the questions before the choices are displayed. Each question should be answered within 10 seconds after the choices are displayed.

-The twenty-first to the thirtieth question in the second round will be 4 points. MCs will read the questions before the choices are displayed. Each question should be answered within 15 seconds after the choices are displayed.

-After the second round the Executive Committee members will calculate the points. And the team competition will end after the second round.

-The final round (一定乾坤) will be an individual competition. The first part of the final round is aimed to decide who is the conqueror. (擂主爭霸賽) The two participants as a team who have been on the stage and get the highest score among all 8 points will remain on the stage. And there will be competition between the two participants. Each participant will answer 8 questions, and participants will answer the questions in turn. Participants can choose the questions of different kind of points. (There are 3 kinds of point: 1 point, 2 points, 3 points.) The participants who get the higher score will become the conqueror. The second part of the final round will a competition to challenge the conqueror. (攻擂賽) The participants under the stage who rank the 5th, 4th, 3rd, 2nd and 1st can come to the stage and challenge the conqueror from the 5th to 1st. In the 1 versus 1 challenge competition, there will be 5 questions. The questions will be answered by the participants who ring the bell first. If the participants under the stage challenges the conqueror successfully, he or she can be the new conqueror and remain on the stage. The one who remain on the stage after 5 rounds of challenge will be the final winner.

C. Awards

1. Unifier of the world(一掃三合) : the participant belonging to the winning team can have a snack spree.

2. Dare to challenge(一家夫子) : anyone who stands on the stage during the game can get a power

bank.

3. One who knows most(春秋諸子) : the conqueror who remains on the stage after the first part of the third round will get a mini wireless keyboard.

4. Emperor of knowledge(天纵之圣): the highest score among all the participants after the second round will get an iPad 2018.

D. Background setting

By the end of the Spring and Autumn Era, hundreds of clans merged either into Confucianism, Taoism, Mohism or Legalism based on individual strength and profit. Each participant, as the leader of a certain clan, will be fighting for their clan's reputation in this tournament organized by a secret organization - CFAS. Winner is not only awarded with honors and respects from the academic field and can also get a large share of money. Therefore, an undeniable fierce conflict is about to begin.

Rundown

-18:00-18:30

- The Executive Committee members and Subsidiary Committee members will arrive at Lecture Theatre C and prepare for the competition.
- LI Jiehua and TONG Zihan will be in charge of arranging the tables and check-in counter.
- TAN Qinyi and XU Yibei will be in charge of preparing the awards.
- XIA Yunlei will be in charge of the electricity circuit and ensure the stability of electricity supply of the competition.
- XIA Yunlei will be in charge of preparing and testing the projector, the microphone, the computer, the PPT, the audio and check-in system.

-18:30-19:00

- LI Yanyu and XU Yibei will sit in the check-in counter and let the participants check in in order while giving the tickets of the competition.
- ZHOU Yunqin will be in charge of organizing the participants to take their seats.

-19:00-19:10

- The function begins officially.
- The Subsidiary Committee members will take pictures during the whole competition.
- TAN Qinyi and YANG Zhirui will announce the opening of the competition.
- TAN Qinyi and YANG Zhirui will announce the general rules of the whole competition and the detailed rules of the first round of the competition.
- XIA Yunlei will switch the system to the question system for all the participants.

-19:10-19:40

- The first round starts.
- XIA Yunlei will be in charge of presenting the questions.
- YU Zherui and ZHANG Yao will be in charge of recording marks during the whole competition.

- TAN Qinyi and YANG Zhirui will announce the beginning of the first round.
- After ten questions have been given and answered, the MCs will announce the results.
- 19:40-19:50
 - TAN Qinyi and YANG Zhirui announce the break for a few minutes.
 - The milk tea will be sent to the participants who should be awarded for his or her performance on the online platform during the orientation week.
 - LI Jiehua and LI Yanyu will arrange a lucky draw.
 - Some little dolls will be thrown to the participants.
- 19:50-20:20
 - TONG Zihan and LI Jiehua will arrange the props on the stage for the second round.
 - MCs will announce the detailed regulations of the second round.
 - Some Subsidiary Committee members will come to the stage to demonstrate the use of skill Cards.
 - TAN Qinyi and YANG Zhirui will announce the beginning of the second round.
 - TAN Qinyi and YANG Zhirui will end the second round and announce the team on the stage which get the highest score.
- 20:20-20:50
 - TAN Qinyi and YANG Zhirui will announce the beginning of the final round of the competition.
 - TAN Qinyi and YANG Zhirui will announce the regulations of the final round.
 - TAN Qinyi and YANG Zhirui will end the final round of the competition.
- 20:50-21:00
 - TAN Qinyi and YANG Zhirui will announce the beginning of the award ceremony.
 - LI Yanyu will give the prize to all the participants who have been onto the stage.
 - TAN Qinyi and YANG Zhirui will announce which group is the winner group for the whole competition.
 - ZHANG Yao and LI Yanyu will give prizes to all the participants in the winning group.
 - LI Yanyu will give the prize to the participants who is the conqueror remaining on the stage after the first part of the final round.
 - ZHANG Yao will give the prize to the participant who is the winner after all the rounds.
- 21:00-21:10
 - LI Yanyu and XU Yibei will be in charge of the check-out counter.
- 21:10-21:30
 - LI Jiahua and TONG Zihan will be responsible for returning the borrowed equipment, and the other Executive Committee members will help restore the 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
 - LI Yanyu will hold an evaluation meeting of the competition.

Preparation

Deadline	Content	PIC(s)
July 1st	Finish the questions collection	LI Yanyu
July 3rd	Finish the first draft of the questions	LI Yanyu
July 11th	Finish the second collection of the questions	LI Yanyu
July 13th	Finish the second draft of the questions	LI Yanyu
July 17th	Finish the first draft of the MC script	HE Jiaming TAN Qinyi YANG Zhirui
July 21st	Finish the third collection of the questions	LI Yanyu
July 23rd	Finish the third draft of the questions	LI Yanyu
July 25th	Finish the seat-arranging excel system	ZHANG Yao
July 25th	Finish the first draft of tickets	ZHOU Yunqin
July 28th	Finish the second draft of the MC script	HE Jiaming TAN Qinyi YANG Zhirui
July 28th	Finish the first draft of the online answering system and test it	XIA Yunlei
August 1st	Apply for HLTH1010	FU Jiayi
August 1st	Finish the second draft of tickets	ZHOU Yunqin
August 2nd	Finish the fourth draft of the questions	LI Yanyu
August 3rd	Finish the second draft of the MC script	YU Zherui
August 5th	Start purchasing the materials	XU Yibei

August 6th	Finish the first draft of promotion video	YANG Zhirui
August 6th	Finish the third draft of tickets	ZHOU Yunqin
August 8th	Finish the third draft of the MC script	HE Jiaming TAN Qinyi YANG Zhirui
August 10th	Finish the final version of tickets	ZHOU Yunqin
August 10th	Finish the second draft of the online answering system and test it	XIA Yunlei
August 10th	Finish the final version of questions	LI Yanyu
August 11th	Print the tickets and forms	TONG Zihan
August 11th	Finish the first template of WeChat article	YU Zherui
August 11th	Finish the second draft of promotion video	YANG Zhirui
August 15th	Finish the final version of MC script	HE Jiaming TAN Qinyi YANG Zhirui
August 16th	Finish the second template of WeChat article	YU Zherui
August 19th	Finish the final version of the promotion video	YANG Zhirui
August 20th	Finish the thrid template of WeChat article	YU Zherui
August 20th	Finish the third draft of the online answering system and test it	XIA Yunlei
August 21st	Have the first rehearsal and evaluation	All ExcOs
August 24th	Finish the final version of the WeChat article	YU Zherui
August 28th	Finish buying materials	XU Yibei

August 29th	Finish the final version of the online answering system and test it	XIA Yunlei
September 2nd-6th	Sit counter and promote participants	All ExcOs
September 2nd	Post the rules on WeChat and Facebook	YU Zherui
September 8th	Have the second rehearsal and evaluation (together with the Subsidiary Committee)	All ExcOs
September 9th-13th	Sit counter and promote participants	All ExcOs
September 9th	Post the practice questions on WeChat and Facebook	YU Zherui
September 16th	Book the venue	LI Jiehua
September 18th	Send the reminder email	LI Yanyu
September 18th	Have the third rehearsal and evaluation (together with the Subsidiary Committee)	HE Jiaming LI Yanyu XIA Yunlei
September 19th	Hold an evaluation meeting	LI Yanyu

Budget

Cash Outflow		
Prizes	Snack Spree	50*30=1500 HKD
	Power Bank	60*8 HKD=480 HKD
	Milk Tea	20*20=400 HKD
	iPad 2018	2588*1 HKD=2588 HKD
	Mini Wireless Keyboard	248*1 HKD=248 HKD
Tickets		40 HKD

Lucky Draw Items	200 HKD
Server for the Competition	600 HKD
Decoration and Shipping Fee	500 HKD
Total Outflow	<u>6556 HKD</u>

Total Cash Flow	<u>-6556 HKD</u>
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6.4.3.Trip to Hong Kong Geopark 觀海雕山

PIC

-LI Jiehua

VPIC

-FU Jiayi

-TONG Zihan

Objectives

- To provide freshmen and other students a better understanding of Hong Kong scenery and culture
- To provide participants a chance to know more about the geologic history
- To enhance students’ physical health through hiking and exercising
- To provide a chance for students to get to know each other and make new friends
- To relax and release stress from school work
- To broaden the horizons of the participants

Date

-September 21st (Sat.)

(*Should be moved to September 28th (Sat.) if the weather condition is bad)

Time

-10:00-16:00

Venue

-Hong Kong Geopark

Target Groups

-All HKUST students

Expected Number of Participants

-Member: 24

-Non-member: 8

Registration Fee

-Member: 40 HKD

-Non-member: 60 HKD

-No walk-in

Content

-Participants, as well as the Executive Committee, will gather at atrium at 10:00 and leave by bus at 10:10. After about one hour and ten minutes, we will arrive at east dam of High Island (萬宜水庫東壩) in Hong Kong Geopark. Participants will enjoy hiking there and learn some knowledge of geography. At about 16:00, we will dismiss.

Security Issue

-At the beginning of our trip, the Executive Committee will first inform participants of security precautions.

-With limited quota, the Executive Committee will take care of all the participants carefully.

-All participants should fasten the seat-belt on the bus.

-The Executive Committee should take a first aid kit with them. If participants get slightly hurt during the trip, the Executive Committee should be able to deal with it.

-If severe accident happens, the Executive Committee members should immediately stop the trip and call 999 for help.

Note

-Though some snacks and drinks will be provided, we will remind participants to take some food with them by reminder email.

Rundown

-10:00-10:10

-Participants and the Executive Committee will gather at atrium. If all participants come, we will leave at 10:00. We will wait for at most 10 minutes if someone has not come before 10:10 and will

depart at 10:20.

-10:10-11:20

-During the one hour and ten minutes' period, the Executive Committee will shortly introduce the whole trip, and then play games with participants to let them get to know each other and not get bored.

-11:20-13:00

-The bus will arrive at East Dam at about 11:20. Then the Executive Committee will introduce some typical structures of lavas and lead participants to walk along East Dam Section and Biu Tsim Kok Section.

-13:00-14:00

-Participants can walk around to take some photos or take a rest. They can also eat food brought by themselves and snacks provided by the Executive Committee.

-14:00-16:00

-We will continue the trip. We will walk to the beach of the island and enjoy the scenery of sea.

-The Executive Committee will announce the end of the trip at 16:00. A group photo will be taken. Participants can choose to go back to school or continue playing in the park 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

-LI Jiehua will hold an evaluation meeting of the function.

Preparation

Deadline	Content	PIC(s)
July 30 th	First scouting of the location	All ExcOs
July 31 st	Hold an evaluation meeting of the first scouting	LI Jiehua
August 3 rd	Apply for HLTH1010 and apply for fund	FU Jiayi
August 5 th	Send email to collect the ideas of games	LI Yanyu
August 27 th	Second scouting of the location	All ExcOs
August 30 th	Design online registration form	LI Yanyu
September 14 th	Prepare a first aid kit	FU Jiayi

September 14 th	Book the bus	LI Jiehua
September 14 th	Prepare drinks and snacks	TONG Zihan
September 20 th	Send the reminder email	LI Yanyu
September 21 st	Hold an valuation meeting	LI Jiehua
September 23 rd	Post the review WeChat article	YU Zherui

Budget

Cash Outflow	
Drinks	160 HKD
Food	200 HKD
Transport Fee	1080 HKD
Total Outflow	<u>1440 HKD</u>

Cash Inflow	
Member Registration Fee	40*24 HKD=960 HKD
Non-member Registration Fee	60*8 HKD=480 HKD
Total Inflow	<u>1440 HKD</u>

Total Cash Flow	<u>0 HKD</u>
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6.5.Woodcut Workshop 入木三分

PIC
 -HE Jiaming

VPIC

- XIA Yunlei
- ZHOU Yunqin

Objectives

- To provide a platform for participants with different cultural backgrounds to learn how to make woodcut pictures and appreciate the beauty of traditional Chinese New Year Picture and the culture behind it
- To let participants explore their creativity
- To advertise for the subsequent workshops
- To expand the influence of Chinese Folk Art Society among HKUST students and staff

Date

- October 15th (Tue.)

Time

- 19:00-21:30

Venue

- Common Room 1+2 (TBC)

Target groups

- Students who are interested in learning how to make woodcut pictures
- Students who are interested in Traditional Chinese New Year Pictures, especially international students and local students

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 industrial gloves will be provided for each participant
- A first aid kit will be prepared by LI Yanyu in case any participant gets wounded during the function
- An Exco will stand beside every big group of participants to guide them how to use the woodcut knife

to avoid any incorrect operation

-If any serious wound is caused, HE Jiaming and XU Yibei will take the injured to the school clinic first and whether the activity continues will depend on the circumstance

-If any serious injury happens, HE Jiaming will call 999 and 8999 for ambulance and whether the activity will continue depends on the situation

Rundown

-17:40-18:30

-All the Executive Committee will arrive at Common Room 1+2.

-The Executive Committee will make following preparations:

-HE Jiaming and LI Jiehua will set tables and chairs according to the plan.

-XIA Yunlei and YANG Zhirui will set the projector, microphones, computers wires and sound system and check them.

-TAN Qinyi will place woodcut knives, paper and boards on the tables.

-18:30-18:50

-ZHOU Yunqin and TONG Zihan will rehearse the introduction of woodcut pictures and briefly demonstrate the procedure using the projector.

-LI Jiehua and XIA Yunlei will make the final check of the equipment.

-TAN Qinyi will check the tools used in the workshop.

-18:50-19:10

-LI Yanyu and XU Yibei will prepare for check-in.

-XIA Yunlei will show a video showing some famous and beautiful woodcut pictures.

-19:10-19:30

-TONG Zihan and ZHOU Yunqin will demonstrate how to make woodcut pictures and give a short introduction to Chinese New Year Pictures.

-19:30-21:20

-All the Executive Committee will gather in Common Room 1+2 to answer any question about how to make woodcut pictures.

-Participants can choose a New Year Picture copy provided by the Executive Committee, or they can bring a preferable one if they want to and start to make their woodcut pictures.

-YANG Zhirui will control the background music.

-XIA Yunlei will take photos of the function during the function.

-21:20-21:30

-Participants will take photos with their works in front of the photo board. Then LI Yanyu and XU Yibei will prepare for checking out.

-21:30-22:00

-Participants will leave and the Executive Committee will clean the venue.

-22:00-22:30

-HE Jiaming will organize an evaluation meeting.

Preparation

Deadline	Content	PIC(s)
September 1st	Book the venue and promotion counter	LI Jiehua
September 2nd	Apply for HLTH1010	FU Jiayi
September 10th	Finish the first draft of the MC's script	YU Zherui ZHANG Yao
September 14th	Finish the first draft of music list and PPT	XIA Yunlei
September 15th	Buy all materials needed online	XU Yibei
September 16th	Finish the second draft of MC's script	YU Zherui ZHANG Yao
September 16th	Finish the first draft of email, WeChat and Facebook promotion	LI Yanyu YU Zherui
September 18th	Finish the first draft of the leaflet, poster and easy-stand	YANG Zhirui ZHOU Yunqin
September 19th	Finish the second draft of background music list and PPT	XIA Yunlei
September 20th	Finish the first draft of the floor plan	LI Jiehua
September 22nd	Finish the second draft of email, WeChat and Facebook promotion	LI Yanyu YU Zherui
September 22nd	Finish the third draft of MC's script	YU Zherui ZHANG Yao
September 23rd	Finish the third draft of background music list and PPT	XIA Yunlei
September 24th	Finish the second draft of the leaflet, poster and easy-stand	YANG Zhirui ZHOU Yunqin
September 24th	Finish the second draft of the floor plan	LI Jiehua
September 25th	Finish the final version of the MC's script	YU Zherui ZHANG Yao

September 26th	Finish the third draft of email, WeChat and Facebook promotion	LI Yanyu YU Zherui
September 26th	Finish the first draft of the reminder email	LI Yanyu
September 26th	Finish the final version of background music list and PPT	XIA Yunlei
September 28th	Finish the third draft of the leaflet, poster and easy-stand	YANG Zhirui ZHOU Yunqin
September 28th	Finish the final version of the floor plan	LI Jiehua
September 30th	Finish the final version of email, WeChat and Facebook promotion	LI Yanyu YU Zherui
September 30th	Finish the final version of the leaflet, poster and easy-stand	YANG Zhirui ZHOU Yunqin
October 1st	Print the leaflet, poster and easy-stand	TONG Zihan
October 2nd	Rehearse for the first time	All ExcOs
October 3rd	Finish the second draft of the reminder email	LI Yanyu
October 6th	Post the Internet promotion materials (Including WeChat, Facebook and email)	LI Yanyu YU Zherui
October 7th	Finish the third draft of the reminder email	LI Yanyu
October 7th-October 11th	Sit counter and promote	All ExcOs
October 10th	Finish the final version of the reminder email	LI Yanyu
October 12th	Finish purchasing the materials that should be bought in Hong Kong	TONG Zihan
October 13th	Check all the materials for the last time	TONG Zihan
October 14th	Rehearse for the second time	All ExcOs

October 14th	Send the reminder email	LI Yanyu
October 15th	Hold the evaluation meeting	HE Jiaming

Budget

Cash Outflow	
Leaflet	345 HKD
Poster	45 HKD
Easy-stand	90 HKD
Boards	65*2 HKD=130 HKD
Woodcut Knives	60*15 HKD=900 HKD
Brushes	4*6 HKD=24 HKD
Gloves	42 HKD
Table Cloth	20 HKD
Printing Ink	50 HKD
Shipping Fee	200 HKD
Total Outflow	<u>1846 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>954 HKD</u>
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6.6.Subsidiary Committee Function

6.6.1.Normal work

PIC

-YANG Zhirui

VPIC

-LI Yanyu

-YU Zherui

Preparation

Deadline	Content	PIC(s)
September 5 th	Finish the first draft of Sub-com function briefing PPT	XIA Yunlei YANG Zhirui
September 13 th	Finish the final draft of Sub-com function briefing PPT	XIA Yunlei YANG Zhirui
September 23 rd (TBD)	First meeting about Sub-com function for all Sub-coms to attend	All ExcOs
September 23 rd -November 1 st (TBD)	Contact with PIC and VPICs and assist Sub-coms on a regular basis	All ExcOs
September 23 rd - November 1 st (TBD)	Attend most Sub-com function meetings and give instructions	All ExcOs
October 21 st (TBD)	Attend the first rehearsal held by Sub-coms	All ExcOs
October 21 st (TBD)	Hold the evaluation meeting of the first rehearsal	All ExcOs
October 28 th (TBD)	Attend the second rehearsal held by Sub-coms	All ExcOs
October 28 th (TBD)	Hold the evaluation meeting of the second rehearsal	All ExcOs
November 1 st (TBD)	Hold the evaluation meeting of Sub-com function	All ExcOs

6.6.2.Aeolian Bell Workshop 且聽風吟 (Backup for the Subsidiary Committee Function)

PIC

-YANG Zhirui

VPIC

-LI Yanyu

-YU Zherui

Objectives

- To introduce the basic knowledge and history about aeolian bells
- To appreciate photos of exquisite aeolian bells from ancient China
- To teach participants the basic procedure to make their own aeolian bells
- To give participants unique experience of learning ancient Chinese handcraft

Date

-October 31st (Thur.)

Time

-18:00-21:00

Target Groups

- Chinese students who are interested in aeolian bells or delicate handcraft
- International students who are willing to have a deeper understanding of Chinese culture
- All students who want to appreciate the beauty of aeolian bells

Venue

-Common Room 1+2 (TBC)

Expected Number of Participants

-Member: 40

-Non-member: 15

-Walk-in: 5

Registration Fee

- Member: 20 HKD
- Non-member: 40 HKD
- Walk-in: 50 HKD

Rundown

-16:00-17:00

- All the ExcOs will gather at Common Room 2 to do the set-up, which includes:
 1. Checking and setting the stage, projector, wires and electronic devices, etc.
 2. Setting the chairs and tables according to the venue arrangement and placing the materials and tools for aeolian bells making (e.g. bells, silk ribbons, strings, paper slips) in right positions for different groups.

-17:00-18:00

- All the ExcOs will decorate the site.
- LI Yanyu and XU Yibei will hold the counter for check-in and record the requirements for HLTH1010.
- XIA Yunlei will play PPT to show beautiful pictures of Chinese aeolian bells.
- MCs (HE Jiaming and TAN Qinyi) will settle down participants and keep the site in order.

-18:00-18:30

- MCs will give a warm welcome to the participants and make an introduction of aeolian bells through videos and a briefing PPT.
- After all participants are seated, ZHOU Yunqin and TONG Zihan will present the demonstration step by step.
- XIA Yunlei will be responsible for the PPT and the background music.
- Other ExcOs will take pictures and record the activity, meanwhile observing the situation to offer timely help to participants in need.

-18:30-20:30

- Other ExcOs will guide the participants of different tables according to their different requirements and questions.
- Participants will make aeolian bells in group of six.
- YANG Zhirui will offer medical aid in case of emergency.
- Participants will finish making aeolian bells and show their works to each other.
- XIA Yunlei will take pictures for participants with their works.
- Everybody will gather to take a photo in front of our CFAS photo board.

-20:30-21:00

- All the participants will leave.
- All the ExcOs will do the clean-up.
- LI Yanyu and XU Yibei will hold the counter for check-out.

-21:00-22:00

-YANG Zhirui will hold an evaluation meeting.

Preparation

Deadline	Content	PIC(s)
August 20th	Find sponsors	HE Jiaming
August 31st	Finish the first draft of easy-stand, poster and leaflet	ZHOU Yunqin
August 31st	Finish the first draft of PPT and introduction pictures	XIA Yunlei
August 31st	Finish the first draft of Wechat article	YU Zherui
September 7th	Finish the second draft of PPT and introduction pictures	XIA Yunlei
September 7th	Finish the second draft of easy-stand, poster and leaflet	ZHOU Yunqin
September 7th	Finish the second draft of Wechat article	YU Zherui
September 14th	Finish the final draft of PPT and introduction pictures	XIA Yunlei
September 14th	Finish the final draft of easy-stand, poster and leaflet	ZHOU Yunqin
September 14th	Finish the final draft of Wechat article	YU Zherui
September 24th	Book the venue and promotion counter	LI Jiehua
September 24th	Apply for HLTH1010	FU Jiayi
September 27th	Finish buying all the materials	XU Yibei
October 16th	Finish the first draft of promotion email	LI Yanyu
October 16th	Finish the first version of MC script	HE Jiaming TAN Qinyi
October 18th	All the ExcOs learn the procedures of basic aeolian bells making	All ExcOs

October 19th	Finish the final draft of promotion email	LI Yanyu
October 20th	Send the promotion email	LI Yanyu
October 20th	Finish the second version of MC script	HE Jiaming TAN Qinyi
October 21st- 25th	Promote the function at the counter (all the Excocs and Sub-coms)	All Excocs
October 24th	Have the first rehearsal and evaluation	YANG Zhirui
October 24th	Finish the final version of MC script	HE Jiaming TAN Qinyi
October 28th	Have the second rehearsal and evaluation	YANG Zhirui
October 30th	Send the reminder email	LI Yanyu
October 31st	Hold an evaluation meeting	YANG Zhirui

Budget

Cash Outflow	
Metal Bells	200 HKD
Glass Bells	183 HKD
Silk Ribbons	20 HKD
Paper	20 HKD
Strings	40 HKD
Glue	35 HKD
Leaflet	295 HKD
Poster	45 HKD
Shipping Fee	200 HKD
Easy-stand	90 HKD

Total Outflow	<u>1128 HKD</u>
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Cash Inflow	
Member Registration Fee	45*30 HKD=1350 HKD
Non-member Registration Fee	15*50 HKD=750 HKD
Total Inflow	<u>2100 HKD</u>

Total Cash Flow	<u>972 HKD</u>
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6.7.One Night of Dunhuang 敦煌一夢

PIC
-YU Zherui

VPIC
-LI Yanyu
-YANG Zhirui

Objectives
-To provide an opportunity for students to get together and have a fantastic party night
-To create a relaxing atmosphere for participants to make friends with each other

Date
-November 22nd (Fri.)

Time
-19:00-21:00

Venue
-Common Room 1+2 (TBC)

Target Groups

- Students who are willing to make friends
- Students who are fed up with demanding study work and want to have an enjoyable party night to relax
- Students who are interested in traditional Chinese culture, especially Dunhuang culture
- Students who are not that interested in extreme western or local parties
- International and local students who would like to participate in a relaxing Chinese party.

Expected number of participants:

- Member: 40
- Non-member: 20
- Walk-in: 5

Registration fee

- Member: 50 HKD
- Non-member: 70 HKD
- Walk-in: 80 HKD

Content

1.Promotion Methods

- Counter
- Leaflet
- Poster
- Email
- Post on the Internet (Facebook, WeChat and Instagram)

2.Registration

- Students can register to be participants at the CFAS counter
- Students can make their reservation online first and then come to the counter to make their payment.

3.Equipments & Decoration

A. Flashing lights

Colors of ochre, yellowish brown and light blue in Dunhuang style

B. SoundBox

SoundBox in high quality playing pop songs with Dunhuang elements like:

<Jiyuetian>(《伎樂天》)<Huxuanpiaopiao>(《胡旋飄飄》)<Mogaokuyong>(《莫高窟詠》) quiet and relaxing absolute music

<Buguziming>(《不鼓自鳴》) electronic music in mystical style

<Zizaitian>(《自在天》) dance music

<Yujianfeitian>(《遇見飛天》)<Feichiyuni>(《飛馳與你》) background music for mobile games

C. Balloons

Customized balloons with “CFAS” on them

D. CFAS photo board

The board will be used to take photos of the participants.

The board has decorations about Dunhuang.

E. Microphones

Microphones will be used by MCs and participants.

F. Self-made decoration

-Big decoration of Mogao grottoes(莫高窟)

-Small decoration of caves used in Monopoly

4.Game Flow

A. Ice-breaking Game

The preparative nominated cabinet members will be in charge of the ice-breaking game.

Each of the participants will be paired with another participant randomly before the function begins.

These couples of participants will be on the stage and answer the same question.

The preparative nominated cabinet members will be in charge of the ice-breaking game.

B. Party Game

-Song guessing

-Musical Chair

-Two little bees

-Drum-and-pass game

-Swing dance

-Smashing golden eggs

-Story solitaire with backgrounds, settings and costumes provided

C. Self-help Game

-Rock painting: skins of mobile game ‘Honor of Kings’(王者榮耀)

-Makeup: Makeup face of Dunhuang Feitian(敦煌飛天) using skin wax.

-Board game: Three-dimensional Monopoly, Werewolf, Flight Chess with costumes provided

-Karaoke

-Projecting games on the screen

D. Refreshment

- The refreshment will be served during the whole party night.
- The content of refreshment will include:
 - Bubble tea, fried chicken and cakes
 - Dunhuang fruit: Liguang apricot(李广杏), Mingshan jujube(鳴山大棗), Yangguan grapes(陽關葡萄) and Dunhuang melon(敦煌瓜)
 - Dunhuang food: Yellow noddles(黃麵), Brewed noodles(酿皮子) and Saozi noodles(臊子麵)
 - Other food

E. Lucky Draw

At the end of the party, luck draw will be given to the participants.

The participants need to smash the golden eggs to get their lucky draw.

If the first participant on the stage smash an empty golden egg, the opportunity will be given to the next person.

- First Prize (1 spot) Sound box
- Second Prize (1 spot) Ice cream machine
- Third Prize (3 spots) Bookmark of Dunhuang

Language use

The MCs will only speak English.

Rundown

-16:00-18:30

- The Executive Committee members will arrive at Common Room 1+2 and prepare for the party night.
- LI Jiehua and Tong Zihan will be in charge of arranging the tables and the check-in counter.
- TAN Qingyi will be in charge of the equipment and decoration.
- XU Yibei and YANG Zhirui will be in charge of preparing the awards and refreshment.
- XIA Yunlei will be in charge of preparing and testing the projector, the microphone, the computer, the PPT and the audio system.

-18:30-19:00

- LI Yanyu and XU Yibei will sit in the check-in counter and let the participants check in.
- ZHANG Yao will be in charge of organizing the participants to take their seats.

-19:00-19:30

- The function begins officially.
- The Subsidiary Committee members will take pictures during the whole party night.
- MCs (FU Jiayi and HE Jiaming) will announce the beginning of the party night.
- The preparative nominated cabinet members will lead everyone to play the ice-breaking games.
- XU Yibei and ZHOU Yunqin will replenish the food consumed before the beginning of the

- function.
- 19:30-20:30
- MCs will lead everyone to play party games while all the participants can choose to play self-help games or enjoy refreshment.
 - LI Yanyu will be in charge of the rock painting counter.
 - ZHOU Yunqin and TONG Zihan will be in charge of the Feitian makeup counter.
 - ZHANG Yao will be in charge of the board games.
 - TAN Qinyi will help to create an active atmosphere among the participants.
 - XU Yibei will be in charge of the refreshment.
 - YU Zherui will be in control of the whole party night.
- 20:30-21:00
- MCs will get all the participants together.
 - MCs will announce the lucky draw and throw small toys.
 - TAN Qinyi will give prize to the participants
 - XIA Yunlei will be in charge of showing the selected photos of the participants.
 - XIA Yunlei will be in charge of taking a photo of all the participants.
 - MCs will announce the closing of the party night and lead the people to check-out.
- 21:00-21:05
- LI Yanyu and XU Yibei will be in charge of the check-out counter.
- 21:05-21:30
- LI Jiehua and TONG Zihan will be responsible for returning the borrowed equipment, and the other Executive Committee members will help restore Common Room 1+2 to its original state.
 - The Executive Committee members will do the cleaning with the help of preparative nominated cabinet members
- 21:30-22:00
- YU Zherui will hold an evaluation meeting of the party night.

Preparation

Deadline	Content	PIC(S)
September 22 nd	Book the counter	LI Jiehua
September 27 th	Prepare the shopping list of materials	LI Yanyu YANG Zhirui YU Zherui
September 27 th	Design the venue plan Design the decorations	YANG Zhirui YU Zherui ZHOU Yunqin

October 13th	Finish the first draft of the leaflet	YANG Zhirui ZHOU Yunqin
October 13th	Finish the first draft of the poster	YANG Zhirui ZHOU Yunqin
October 15th	Draft the online registration forms	LI Yanyu
October 16th	Finish the first draft of the Internet promotion materials (Including WeChat, Facebook and emails)	YU Zherui YANG Zhirui ZHOU Yunqin
October 17th	Apply for HLTH1010	FU Jiayi
October 17th	Draft the list of refreshment	HE Jiaming XU Yibei
October 18th	Finish the second draft of the poster	YANG Zhirui ZHOU Yunqin
October 20th	Finish the second draft of the leaflet	YANG Zhirui ZHOU Yunqin
October 30th	Get sponsorship for refreshment and other materials	HE Jiaming
October 30th	Finish the second draft of the Internet promotion materials (Including WeChat, Facebook, Instagram and emails)	YANG Zhirui YU Zherui ZHOU Yunqin
October 30th	Start purchasing the materials	XU Yibei
November 2nd	Finish the first draft of MC script	YU Zherui
November 2nd	Finish the timetable for counter sitting	LI Yanyu
November 4th	Finish the first draft of the ticket	ZHOU Yunqin
November 9th	Finish the final version of the leaflet and poster	YANG Zhirui ZHOU Yunqin
November 9th	Finish the first draft of the PPT and background music list	XIA Yunlei
November 9th	Finish the second draft of MC script	YU Zherui

November 9th	Finish the second draft of the ticket	ZHOU Yunqin
November 10th	Print the leaflets and posters	TONG Zihan
November 11th	Finish the final version of the Internet promotion materials (Including WeChat, Facebook, Instagram and emails)	YANG Zhirui YU Zherui ZHOU Yunqin
November 12th -November 16th	Sit counter and promote	All ExcOs
November 13th	Finish the second draft of the PPT and background music list	XIA Yunlei
November 14th	Finish the first draft of the reminder email	LI Yanyu
November 14th	Finish the final draft of MC script	YU Zherui
November 14th	Finish the final version of the ticket	ZHOU Yunqin
November 16th	Finish the purchasing the materials in Hong Kong	TONG Zihan
November 16th	Finish the final version of the PPT and background music list	XIA Yunlei
November 17th	Have the first rehearsal	All ExcOs
November 17th	Finish the second draft of reminder email	LI Yanyu
November 20th	Finish the final version of the reminder email Pair all the participants	LI Yanyu
November 20th	Borrow all the materials needed	HE Jiaming LI Jiehua
November 20th	Have the second rehearsal	All ExcOs
November 22nd	Hold the evaluation meeting	YU Zherui

Budget

Cash Outflow		
Prizes	Prize	1*500 HKD=500 HKD
	Souvenirs	10*20 HKD=200 HKD
	Toys	200 HKD
Decoration		200 HKD
Costumes		200 HKD
Lighting		50 HKD
Shipping Fee		200 HKD
Drinks		100 HKD
Fruits		500 HKD
Flying Chess Carpet		50 HKD
Monopoly Carpet		50 HKD
Golden Eggs		50 HKD
Food	Bubble Tea	300 HKD
	Fried Chicken	300 HKD
	Cakes	300 HKD
	Snacks	300 HKD
Poster		45 HKD
Leaflet		295 HKD
Total Outflow		<u>3840 HKD</u>

Cash Inflow	
Member Registration Fee	40*50 HKD=2000 HKD
Non-member Registration Fee	20*70 HKD=1400 HKD
Walk-in Registration Fee	5*80 HKD=400 HKD
Total Inflow	<u>3800 HKD</u>

Total Cash Flow	<u>-40 HKD</u>
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7. Regular Function (Purchase for You)

PIC

-XU Yibei

Objectives

- To promote Chinese food to students with all backgrounds
- To introduce Chinese food culture to people in HKUST
- To attract people to participate in the following activities

Date

- May 7th (Tue.)-May 9th (Thur.)
- November 25th (Mon.)-November 29th (Fri.)

Venue

- Promotion counters

Target Groups

-People who would like to try representative Chinese food

Content

- Before March 27th
 - 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 so as to remind them of this activity.
- April 24th -April 25th
 - 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.
- April 26th
 - The PIC will contact the factories again to confirm the order.
- May 6th -May 10th
 - The Executive Committee will set a counter to give out food to people as they ordered.
- Before October 25th
 - 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 so as to remind them of this activity.
- November 11th -November 15th
 - 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 19th
 - The PIC will contact the factories again to confirm the order.
- November 25th -November 29th
 - The Executive Committee will set a counter to give out food to people as they ordered.

Preparation

Deadline	Content	PIC(s)
March 27 th	Send emails to all ExcOs to brainstorm suitable food to purchase	LI Yanyu

March 30th	Have a meeting to decide food to purchase	All ExcOs
March 31st	Finish the first draft of promotion email	LI Yanyu
April 3rd	Finish the first draft of the WeChat article	YU Zherui
April 5th	Buy the specimen that we decide to purchase	XU Yibei
April 6th	Finish the second draft of the WeChat article	YU Zherui
April 8th	Finish the second draft of promotion email	LI Yanyu
April 8th	Try the specimen and confirm the product to purchase	XU Yibei
April 8th	Finish the third draft of the WeChat article	YU Zherui
April 8th	Negotiate with the vendor for a lower price	HE Jiaming TAN Qinyi XU Yibei
April 8th	Book the counter	LI Jiehua
April 12th	Finish the third draft of promotion email	LI Yanyu
April 14th	Send an email to all members to inform the activity	LI Yanyu
April 14th	Promote on WeChat	YU Zherui
April 24th -April 26th	Run the registration and charging process	The one who sits counter
April 26th	Count and check the money	XU Yibei
April 26th	Finish the first draft of reminder email	LI Yanyu
April 26th	Purchase the food	XU Yibei
April 26th	Book the counter	LI Jiehua
April 29th	Finish the second draft of reminder email	LI Yanyu

May 2nd	Finish the third draft of reminder email	LI Yanyu
May 3rd -May 4th	Get and store the food	LI Jiehua TONG Zihan
May 5th	Send emails to inform people to get the food they ordered	LI Yanyu
May 7th -May 9th	Distribute the food at the counter	The one who sits counter
May 9th	Hold an evaluation meeting	XU Yibei
October 25th	Send emails to all ExcOs to brainstorm suitable food to purchase	LI Yanyu
October 28th	Have a meeting to decide food to purchase	All ExcOs
October 30th	Finish the first draft of promotion email	LI Yanyu
November 3rd	Finish the second draft of promotion email	LI Yanyu
November 3rd	Finish the first draft of the WeChat article	YU Zherui
November 4th	Buy the specimen that we decide to purchase	XU Yibei
November 6th	Finish the third draft of promotion email	LI Yanyu
November 6th	Finish the second draft of the WeChat article	YU Zherui
November 8th	Book the counter	LI Jiehua
November 9th	Try the specimen and confirm the product to purchase	XU Yibei
November 9th	Finish the third draft of the WeChat article	YU Zherui
November 10th	Negotiate with the vendor for a lower price	HE Jiaming TAN Qinyi XU Yibei
November 10th	Send an email to all members to inform the activity	LI Yanyu
November 10th	Promote on WeChat	YU Zherui

November 11th -15th	Run the registration and charging process	The one who sits counter
November 16th	Count and check the money	XU Yibei
November 16th	Finish the first draft of reminder email	LI Yanyu
November 17th	Purchase the food	XU Yibei
November 18th	Book the counter	LI Jiehua
November 19th	Finish the second draft of reminder email	LI Yanyu
November 22nd	Finish the third draft of reminder email	LI Yanyu
November 22nd -November 23rd	Get and store the food	LI Jiehua TONG Zihan
November 24th	Send emails to inform people to get the food they ordered	LI Yanyu
November 25th -November 29th	Distribute the food at the counter	All ExcOs
November 29th	Hold an evaluation meeting	XU Yibei

Budget

Cash Outflow	
Food	3000 HKD
Shipping Fee	850 HKD
Total Outflow	<u>3850 HKD</u>

Cash Inflow	
Revenue	4888 HKD
Total Inflow	<u>4888 HKD</u>

Total Cash Flow	<u>1038 HKD</u>
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8. Promotion and Recruitment

8.1. Subsidiary Committee Recruitment

PIC

-TAN Qinyi

Date of Interviews

-August 31st -September 1st

Time

-10:00-18:00

Venue of the Interviews

-LG5 Conference Room

Content

- Promotion will begin as the freshmen enter 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, PPT and video.
- 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 30 Subsidiary Committee members.

Preparation

Deadline	Content	PIC(s)
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Spring Semester of 2019-2020	Attend the meeting of MSSSUG and stay informed of their plan	LI Yanyu TAN Qinyi ZHANG Yao
June 25th	Finish the first draft of promotion brochure	YANG Zhirui ZHOU Yunqin
June 26th	Book the venue for rehearsal, interviews and the first Sub-com meeting	LI Jiehua
June 31st	Finish the second draft of the promotion brochure	YANG Zhirui ZHOU Yunqin
July 1st	Finish the first draft of the PPT	XIA Yunlei
July 6th	Finish the final version of the promotion brochure	YANG Zhirui ZHOU Yunqin
July 6th	Finish the second draft of the PPT	XIA Yunlei
July 14th	Finish the final draft of the PPT	XIA Yunlei
July 14th	Finish the first draft of the promotion email	LI Yanyu
July 20th	Finish the second draft of the promotion email	LI Yanyu
July 21st	Finish the final version of the promotion email	LI Yanyu
July 21st	Finish the first version of the interview questions	All ExcOs
July 30th	Finish the final version of the interview questions	All ExcOs
August 1st	Finish the first draft of WeChat article	YU Zherui
August 5th	Finish the second draft of WeChat article	YU Zherui
August 13th	Finish the final version of WeChat article	YU Zherui
August 14th	Finish the Subsidiary Committee online application form	LI Yanyu
August 27th	Have the rehearsal for the interview	All ExcOs

August 28th	Publish the WeChat article	YU Zherui
August 31st -September 1st	Interview	All ExcOs
September 2nd	The first meeting of the Subsidiary Committee	All ExcOs

Budget

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

8.2. Orientation Week

PIC

-TAN Qinyi

Objectives

- To promote CFAS and the 15th Executive Committee to all students
- To promote the upcoming functions of the CFAS Week and to enlarge the influence of CFAS
- To recruit new members
- To let freshmen get familiar with the society culture in HKUST

Date

-September 2nd (Mon.)-6th (Fri.) and September 9th (Mon.)-13th (Fri.)

Time

-9:00-18:00

Venue

-CFAS Counter

-Atrium

Expected Number of Members

-160 Full Members

-5 Two-Year Members

-15 One-Year Members

-30 Exchange Members

Registration Fee

-Full Member: 160 HKD

-Two-Year Member: 100 HKD

-One-Year Member: 60 HKD

-Exchange Member: 50 HKD

Content

-Recruitment of new members

-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)
July 3 rd	Finish the first draft of the society T-shirt	YANG Zhirui
July 6 th	Brainstorm the souvenirs to be put in the package	All ExcOs
July 8 th	Finish the second draft of the society T-shirt	YANG Zhirui

July 11th	Confirm the souvenirs to be put in the package	All ExcOs
July 12th	Finish the final version of the society T-shirt	YANG Zhirui
July 15th	Finish the first draft of the society plaque	YANG Zhirui
July 20th	Finish the second draft of the society plaque	YANG Zhirui
July 25th	Finish the final version of the society plaque	YANG Zhirui
July 31st	Purchase the society T-shirt	XU Yibei
July 31st	Purchase the materials	TONG Zihan XU Yibei

Budget

Cash Outflow	
Society T-shirt	50*40 HKD=2000 HKD
Society Paper	808 HKD
Society Folder	1412 HKD
Full-member Package	2000 HKD
Society Bag	1461 HKD
Total Outflow	<u>7681 HKD</u>

Cash Inflow	
Full Membership Fee	160*160 HKD=25600 HKD
Two-Year Membership Fee	5*100 HKD=500 HKD
One-Year Membership Fee	15*60 HKD=900 HKD
Exchange Membership Fee	30*50 HKD=1500 HKD

Society Paper	40 HKD
Society Folder	80 HKD
Society T-shirt	15*50 HKD=750 HKD
Total Inflow	<u>29370 HKD</u>

Total Cash Flow	<u>21689 HKD</u>
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9. Information Session

PIC

-TAN Qinyi

Objectives

- To recruit students who are interested in running CFAS as the 16th 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 15th Executive Committee so that the students can understand the responsibility of becoming a member of the Executive Committee of CFAS
- To enlarge the influence of CFAS

Date

-November 5th (Tue.)

Time

-19:00-21:00

Venue

-LG5 Conference Room

Target Group

-All students who are interested in being a member of the 16th Executive Committee

Notes

- An introduction manual should include the functions of the society during the past year and brief job descriptions for each position.
- The aim is to allow the participants to understand the functioning and responsibility of the society.

Rundown

- 17:30-18:00
 - LI Jiehua will be responsible for putting up the guide posts 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.
 - XIA Yunlei and LI Jiehua will check the projector and microphones.
 - LI Yanyu and ZHOU Yunqin will hand out the manuals.
- 18:50-19:00
 - Participants will arrive at the venue.
- 19:00-20:30
 - Information Session will begin.
 - TAN Qinyi 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.
- 21:00-21:10
 - The Executive Committee will clean up the venue.

Preparation

Deadline	Content	PIC(s)
October 10 th	Book the venue	LI Jiehua
October 11 th	Collect words for the manual from the Executive Committee	LI Yanyu

October 13th	Finish the first draft of the manual	YANG Zhirui ZHOU Yunqin
October 15th	Finish the first draft of the PPT	TAN Qinyi XIA Yunlei
October 18th	Finish the second draft of the manual	YANG Zhirui ZHOU Yunqin
October 19th	Finish the first draft of the poster	YANG Zhirui ZHOU Yunqin
October 21st	Finish the second draft of the PPT	TAN Qinyi XIA Yunlei
October 22nd	Finish the final draft of the manual	YANG Zhirui ZHOU Yunqin
October 24th	Finish the first draft of the promotion and reminder email	LI Yanyu
October 24th	Finish the second draft of the poster	YANG Zhirui ZHOU Yunqin
October 26th	Print the manuals	TONG Zihan
October 26th	Finish the final draft of the PPT	TAN Qinyi XIA Yunlei
October 26th	Finish the first draft of the WeChat article	YU Zherui
October 28th	Finish the final draft of the poster	YANG Zhirui ZHOU Yunqin
October 28th	Finish the final draft of the promotion and reminder email	LI Yanyu
October 28th	Finish the final version of WeChat article	YU Zherui
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	TONG Zihan
November 1st	Put up the posters	All ExcOs
November 1st	Send the promotion email	LI Yanyu
November 3rd	Have the rehearsal and evaluation	All ExcOs

November 4th	Send the reminder email	LI Yanyu
November 4th	Prepare the guidepost	LI Jiehua

Budget

Cash Outflow	
Poster	45 HKD
Manual	50 HKD
Guidepost	10 HKD
Total Outflow	<u>105 HKD</u>

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

10.1. Gift Distribution

PIC

-XU Yibei

Objectives

-To promote Chinese Folk Art Society in HKUST

- To distribute gifts as welfare to CFAS members to thank for their support
- To attract more HKUST students to become members of CFAS

Date

- November 25th (Mon.)-November 29th (Fri.)

Time

- 9:00-18:00

Venue

- CFAS Counter

Target

- All CFAS full-members

Preparation

Deadline	Content	PIC(s)
November 1 st	Send emails to all ExcOs to list suggestions of possible package objectives	All ExcOs
November 4 th	Decide the gifts based on these suggestions	XU Yibei
November 5 th	Negotiate with the vendors for a lower price	HE Jiaming XU Yibei
November 7 th	Book the counter	LI Jiehua
November 8 th	Purchase the gifts	XU Yibei
November 17 th	Finish the first draft of the WeChat article	YU Zherui
November 17 th	Finish the first draft of the promotion email	LI Yanyu

November 21st	Finish the second draft of the WeChat article	YU Zherui
November 21st	Finish the second draft of the promotion email	LI Yanyu
November 24th	Promote by WeChat and email	LI Yanyu YU Zherui
November 25th -November 29th	Give out gifts	All ExcOs

Budget

Cash Outflow	
Welfare for Full-member	300*44 HKD=13200 HKD
Shipping Fee	800 HKD
Easy-stand	90 HKD
Total Outflow	<u>14090 HKD</u>
Total Cash Flow	<u>-14090 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 15th 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.