
Year Plan

Chinese Folk Art Society, HKUSTSU

Session 2016-2017

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1. Introduction

Chinese Folk Art Society (CFAS), HKUSTSU, is a society founded by mainland students in the Hong Kong University of Science and Technology. CFAS aims at promoting Chinese culture among all HKUST students, and promoting the welfare of its members. In the last decade, the society has successfully developed members' interests in traditional Chinese culture and managed to have a profound influence on all the students of HKUST by holding many activities.

2. Mission

2.1. Overall Mission Statement

The mission of Chinese Folk Art Society and its Executive Committee team is to protect the benefits of its members, to raise public awareness of Chinese traditional culture and to communicate harmoniously. As the 12th Executive Committee, we mainly aim at improving the **“Diversity and Inclusivity”** of our service. We will put tremendous efforts into improving the quality and innovativeness of our activities thus creating an attractive platform for participants of different culture backgrounds to share the same interests in Chinese folk art and know better about each other. Meanwhile, we hammer at maintaining the long-standing relationships among our society, the Students' Union, other student societies and university offices.

2.2. For Mainland Students

As a minority of students in HKUST, mainland students might lack for a sense of belonging when first arriving at HKUST. So, it's our mission to help the new comers from the mainland to gather, communicate and make more friends from diverse backgrounds. What's more, CFAS will integrate traditional Chinese culture with local culture to help them perceive the beauty of Chinese folk art.

2.3. For Local Students

While being raised in a different cultural environment, local students are still exposed to many cultural ingredients related to Chinese folk art. Thus, our mission is to carry forward Chinese folk art among local students who make up the majority of HKUST students, by organizing creative and heart-warming activities. Last but not least, we also expect to present our society's image as a medium for the communication between local students and mainland students.

2.4. For International Students

International students, especially those with relatively less background knowledge regarding traditional Chinese culture, are often the second largest group to participate in our activities. Our mission is to continue enlarging the influence of CFAS on international students and familiarizing them with the great and profound Chinese culture.

3. Executive Committee

3.1. Responsibility

Every member of the 12th Executive Committee team of Chinese Folk Art Society must represent the highest value of the society and should be the pioneer in promoting Chinese folk art as well as Chinese culture. Simultaneously, each one of the executive committee must dedicate himself/herself to the career of developing the society and promoting the welfare of its members.

3.2. Positions

The 12th Executive Committee of Chinese Folk Art Society consists of thirteen students admitted into HKUST in fall, 2015.

Position	Name
President	WU Dake 武大可
Internal Vice-President	LU Yuchen 陸雨辰
External Vice-President	ZHANG Kaixin 張愷欣
Financial Secretary	ZHANG Ruiyang 張瑞陽
Internal Secretary	DENG Yuqing 鄧雨晴
External Secretary	ZHANG Xinyu 張馨予
Marketing Secretary	LI Bo 李博
Public Relation Secretary	SHI Yue 石岳
Promotion Secretary	SHAO Yuqing 邵雨晴 WANG Wenlong 汪文龍
General Secretary	DU Donghong 杜東鴻 XU Jiarui 徐嘉瑞
IT Secretary	WU Fan 吳凡

4. Promotion and Communication

4.1. Promotion

Promotion is of great importance in providing members with the information regarding the activities and raising their interests in Chinese folk art and enthusiasm in participating in the activities.

Promotion materials include following parts:

4.1.1. Counter

A well-decorated counter with the logo of CFAS and other elements should be set for any activity that need registration.

4.1.2. Poster

Promotion Secretaries are in charge of the design of the posters, which should contain main information of the activity it serves, and General Secretaries are responsible for printing and posting.

4.1.3. Leaflet

Promotion Secretaries are in charge of the design of the leaflets, and General Secretaries are responsible for printing.

4.1.4. Banner

Promotion Secretaries are in charge of the design of the banners, and General Secretaries are responsible for printing and hanging.

4.1.5. Easystand

Promotion Secretaries are in charge of the design of the easystands, and General Secretaries are responsible for printing and posting.

4.1.6. Video

Promotion Secretaries and IT Secretary are in charge of video making. Videos can be used on the E-board or online.

4.2. Communication with Members

Communication with members is essential to the Executive Committee, through which we can inform members of our future work and get feedback from them to improve our service.

Communication includes following parts:

4.2.1. Email

All the emails sent from Chinese Folk Art Society are written by Public Relation Secretary and are examined and approved by all the 12th Executive Committee members. They serve as reminders of the coming activities and bring members our warmest care.

4.2.2. WeChat Public Platform

Public Relation Secretary runs the WeChat Public Platform. The 12th Executive Committee will continue enlarging the influence of the WeChat Public Platform.

4.2.3. Facebook

IT Secretary runs the Facebook page of Chinese Folk Art Society which serves as reminders of the activities and a platform for sharing photos, moments and regular work of the 12th Executive Committee. The 12th Executive Committee will continue expanding the influence of CFAS Facebook page which serves as a good way to communicate with members.

4.2.4. Chinese Folk Art Society Official Website

IT Secretary builds and maintains Chinese Folk Art Society official website. The website contains the official documents, important announcements and summaries of each activity.

5. Fund

The operation of Chinese Folk Art Society will mainly rely on its member fee this year, and activities will partially rely on the financial support provided by the university and sponsors.

6. Activity

Activity		Time	Venue	Pic and Vpic(s)
Inauguration Ceremony		March 31 st 19:00-21:45	LTD	WANG Wenlong WU Dake ZHANG Kaixin
The Teaism Week	Trace to the Source of Tea	April 19 th 19:30-21:30	LTC	SHI Yue LI Bo
	Spring Bud on Tongue	April 21 st and April 22 nd 19:30-21:00	Common Room 5&6	DU Donghong ZHANG Xinyu
	Take Your Tea Cake Away	April 11 th -15 th	CFAS counter	ZHANG Ruiyang
Travel in Xiamen and Wuyi Mount		May 31 st - June 6 th	Xiamen & Wuyi Mount	WU Fan XU Jiarui ZHANG Ruiyang
The CFAS Week	Ethnic Campfire Party	September 19 th 18:00-20:00	Common Room 5&6	LU Yuchen LI Bo XU Jiarui
	Appreciation of Fishskin Craft	September 20 th 19:00-21:30	A classroom	ZHANG Kaixin DU Donghong
	Ethnic Minority Lecture	September 22 nd 19:30-21:30	LTB	ZHANG Xinyu WU Fan
DIY Polymer Clay		October 18 th 19:00-21:30	Common Room 5&6	SHAO Yuqing WU Fan

Three Kingdoms Themed Competition	October 30 th 15:00-18:00	Common Room 1&2	DENG Yuqing ZHANG Kaixin
Master of Cook	November 14 th 18: 30-21: 30	LG7	SHI Yue LI Bo XU Jiarui

6.1. Inauguration ceremony

Pic

-WANG Wenlong

Vpics

-WU Dake

-ZHANG Kaixin

Objectives

-To handover the executive committee solemnly.

-To enlarge the influence of Chinese Folk Art Society.

-To strengthen the communication between the Ex-cos of Chinese Folk Art Society and other societies, and to maintain better relationships with them.

Date

-March 31st

Time

-19:30-21:45

Venue

-LTD

Target Groups

-Ex-cos of Chinese Folk Art Society and all other invited societies

-Guests

Expected Number of Participants

- Guests (including staff and professors in HKUST): 8
- The 11th executive committee of Chinese Folk Art Society: 12
- Ex-cos from other societies: 50
- Helpers: 10

Duty	Number
LTD	
-Music and PPT	1
-Photographer	2
-Miss./Mr. Etiquette	2
Hostess	2
Guides	2
Receptionists	2

- MCs: 2

Notes

- All participants will be required to wear formal suits.
- Two MCs: One is for Mandarin and the other is for English. (MCs should not be Ex-cos of the Chinese Folk Art Society)

Rundown

-18:00-18:10

- All Ex-cos, helpers and MCs will be required to arrive at the venue.

-18:10-19:30

- XU Jiarui and DU Donghong will set up the framework.
- DENG Yuqing will be responsible for preparing the check-in table and the nameplates of Ex-cos and all the participants.
- WU Fan will be responsible for checking all the electric equipment in the venue (including the microphones and PPT).
- ZHANG Kaixin, LU Yuchen and SHI Yue will paste all the seat numbers on the seats according to the seating plan.
- The rest of the Ex-cos will be responsible for preparing packages and souvenirs (with the logo of Chinese Folk Art Society) and repeating the flow to helpers.

-19:30-19:50

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- All participants except for guests are expected to arrive successively and check in at the check-in table and nameplates, and packages will be given out to them. (Each representative can receive a package.)

 - 19:50-20:00
 - Guests will be expected to arrive.
 - MCs will announce that the ceremony is about to start.
 - Two helpers will stay at the check-in table, preparing for the later coming.

 - 20:00-20:10
 - The MCs will announce the beginning of the ceremony and introduce the guests in turn.

 - 20:10-20:20
 - Some of the guests will give a speech in turn.

 - 20:20-20:30
 - The president of the 11th executive committee of Chinese Folk Art Society will be invited to give a speech. And once the speech is over, WU Dake will come out to give a souvenir and take a photo.

 - 20:30-20:40
 - MCs will invite all participants to watch videos.

 - 20:40-20:50
 - Then the president of 11th executive committee will give the society seal to the 12th executive committee, which represents the handover of the society. Meanwhile, MCs will introduce the symbolic significance of the society seal.
 - And MCs will introduce the 12th executive committee one by one, and when one is introduced, he/she will step forward and bow to the audience.

 - 20:50-20:55
 - All the members of the 12th executive committee will take an oath.

 - 20:55-21:00
 - WU Dake will give a speech.
 - Helpers will take photos.

 - 21:00-21:10

- MCs will invite all the guests in turn and WU Dake will give souvenirs and take photos with them.
- Then the MCs will announce the end of the ceremony.

-21:10-21:55

- All participants will come out, and enjoy the refreshment.
- LU Yuchen, ZHANG Kaixin and ZHANG Xinyu will bid farewell to the leaving guests.

-21:55-22:10

- All Ex-cos will clean up the venue.

-22:10-23:00

- WANG Wenlong, WU Dake and ZHANG Kaixin will hold an evaluation about the function.

Preparation

Deadline	Event	Pic(s)
March 1st	Finish the first draft of the video plan	SHAO Yuqing WANG Wenlong
March 2nd	Finish the first draft of email sent to guests and societies	SHI Yue ZHANG Xinyu
March 4th	Finish the second draft of email sent to guests and societies	SHI Yue ZHANG Xinyu
March 4th	Finish the second draft of the video plan	SHAO Yuqing WANG Wenlong
March 7th	Book the venues	DU Donghong
March 7th	Finish the first draft of the business cards	SHAO Yuqing WANG Wenlong
March 7th	Finish the final version of email sent to guests and societies	SHI Yue ZHANG Xinyu
March 8th	Finish the first draft of brochure (maybe without full list of participants and guests)	SHAO Yuqing WANG Wenlong
March 9th	Final version of the video plan	SHAO Yuqing WANG Wenlong
March 10th	Finish the first draft of PPT (with BGM)	WU Fan
March 11th	Send emails to guests and participants	SHI Yue
March 11th	Directly contact guests (professors and administrators)	All Ex-cos
March 12th	Finish the first draft of speech	WU Dake
March 12th	Brainstorm the package according to the budget	All Ex-cos
March 12th	Find MCs and helpers	All Ex-cos
March 13th	Finish recording the video	WU Fan

		SHAO Yuqing WANG Wenlong
March 14th	Finish the final version of the business cards	SHAO Yuqing WANG Wenlong
March 14th	Finish the first draft of nameplates	SHAO Yuqing WANG Wenlong
March 14th	Customize the package with logo on the Internet	ZHANG Ruiyang
March 14th	Finish the first draft of oath	LU Yuchen
March 14th	Finish the second draft of brochure (with all the contents)	SHAO Yuqing WANG Wenlong
March 14th	Purchase the souvenir and package	ZHANG Ruiyang
March 16th	Finish the final version of speech	WU Dake
March 17th	Confirm with the guests about whether to be at present and whether to give a word (in ceremony or on the brochure)	ZHANG Kaixin
March 17th	Finish the first draft of video	WU Fan SHAO Yuqing WANG Wenlong
March 18th	Finish the second draft of nameplates	SHAO Yuqing WANG Wenlong
March 18th	Finish the final version of brochure	SHAO Yuqing WANG Wenlong
March 18th	Find and confirm the sponsors	LI Bo
March 19th	Finish the final version of PPT (according to the MCs script) (with BGM)	WU Fan
March 19th	Finish the first script of MCs (both Mandarin and English)	DENG Yuqing LI Bo
March 19th	First rehearsal and evaluation	WANG Wenlong WU Dake ZHANG Kaixin
March 20th	Finish the second draft of video	WU Fan SHAO Yuqing WANG Wenlong
March 21st	Finish the final version of nameplates	SHAO Yuqing WANG Wenlong
March 21st	Examine all the promotional materials	All Ex-cos
March 21st	Finish contacting participants	ZHANG Kaixin
March 22nd	Finish the final script of MCs (both Mandarin and English)	DENG Yuqing LI Bo
March 22nd	Finish the check-in and seating plan	ZHANG Kaixin DENG Yuqing
March 22nd	Second rehearsal and evaluation	WANG Wenlong WU Dake ZHANG Kaixin

March 23rd	Finish the draft of seating card	WANG Wenlong
March 23rd - 31st	Remind the MCs to practice	LI Bo
March 24th	Finish the final version of video	WU Fan SHAO Yuqing WANG Wenlong
March 24th	Finish the final version of seating card	WANG Wenlong SHAO Yuqing
March 24th	Print all the promotional materials	XU Jiarui
March 24th	Book an LC for reflection	XU Jiarui
March 28th	Confirm with the guests and participants	ZHANG Kaixin
March 29th	Modify the seating card if necessary	WANG Wenlong SHAO Yuqing
March 29th	Buy food for refreshment	ZHANG Ruiyang
March 29th	Check all the bought items available	XU Jiarui DU Donghong
March 30th	Last rehearsal and evaluation	WANG Wenlong WU Dake ZHANG Kaixin
March 31st	Hold an evaluation meeting	WANG Wenlong WU Dake ZHANG Kaixin

*For the promotion items, the times of checking will be carried out according to the progress at that moment.

Budget

Cash Outflow	
Souvenir (紀念品)	1250 HKD
Business Card (名片)	650 HKD
Brochure (宣傳冊)	945 HKD
Nameplate (銘牌)	140 HKD
Drinks (飲品)	250 HKD
Disposable Tableware (一次性餐具)	200 HKD
Refreshment (自助食物)	1050 HKD
Total Cash Outflow	<u>4485 HKD</u>
Total Cash Flow	<u>-4485 HKD</u>

6.2. Teaism Week

Pic

-DENG Yuqing

Vpics

-DU Donghong

-SHI Yue

-ZHANG Ruiyang

Objectives

- To introduce the new cabinet of Chinese Folk Art Society and get familiar with the new Ex-cos.
- To introduce the history and cultural significance of the Chinese traditional tea ceremony to the students from different backgrounds.
- To strengthen the influence of Chinese Folk Art Society in HKUST during this week.
- To give the students with different backgrounds a platform to communicate.

Date

-April 18th (Monday) - April 22nd (Friday)

Target Group

-All the students who are interested in the Chinese traditional tea ceremony.

Promotion plan

Date

- April 11st -15th

Promotion Methods

- Leaflet
- Poster
- Easystand

- Email
- WeChat
- Facebook

Deadline	Event	PIC(s)
March 21st	Finish the first draft of poster, leaflet, and easystand	SHAO Yuqing WANG Wenlong
March 21st	Finish the first draft of promotion WeChat, emails	SHI Yue
March 21st	Finish the first draft of registration form	DENG Yuqing
March 23rd	Finish the final draft of promotion WeChat, emails	SHI Yue
March 23rd	Finish the final draft of registration form	DENG Yuqing
April 4th	Finish the final draft of poster, leaflet, and easystand	SHAO Yuqing WANG Wenlong
April 7th	Get the leaflets, easystand	DU Donghong XU Jiarui
April 10th	Put up the posters	DU Donghong XU Jiarui
April 10th	Send the promotion WeChat and email	SHI Yue
April 10th	Promote through Facebook	WU Fan
April 11st –15th	Sit counter promotion	DENG Yuqing

Budget

Cash Outflow	
Leaflet (宣傳單列印費)	380 HKD
Easystand (易拉架列印費)	68 HKD
Poster (海報列印費)	3*20=60 HKD
Receipt (收據)	25.3 HKD
Total Cash Outflow	<u>533.3 HKD</u>
Total Cash Flow	<u>-533.3 HKD</u>

Content

6.2.1. Trace to the Source of Tea

Pic

-SHI Yue

Vpic

-LI Bo

Objectives

- To provide a platform for the students who are interested in the Chinese traditional tea ceremony to communicate.
- To give the international students a chance to know more about Chinese traditional culture.
- To introduce the cultural significance and cultural meaning tea ceremony contains.
- To allow local students to know more and participate more in the activities held by Chinese Folk Art Society.
- To further promote the workshop and the purchasing agent.

Date

-April 19th (Tuesday)

Time

-19:30-21:30

*subjective to change

Venue

-LTC

Target Group

-All the students who are interested in the Chinese traditional tea ceremony and Chinese traditional

culture.

Expected number of participants

-Registered: 80

-Walk-in:20

Registration Fee

-20 HKD

(10 HKD Refundable)

Content

-A professional scholar of tea ceremony will give a lecture on the Chinese traditional tea ceremony, especially cultural significance and cultural meaning tea ceremony contains.

Rundown

-17:30-18:00

-ZHANG Xinyu will contact the guest to do the final check of his/her arrival time.

-DU Donghong and XU Jiarui will borrow the tables, chairs and decorations for check-in counter.

-18:00-18:30

-Ex-cos will arrive and prepare the function.

-DU Donghong and XU Jiarui will check the equipment of LTC (speakers, micro-phones, projectors)

-WU Fan will connect the computer, projector, sounding devices and check the PPT.

-SHI Yue and SHAO Yuqing will check the cleaning of the floor and seats.

-18:30-19:00

-LU Yuchen and ZHANG Ruiyang will set the check-in table outside LTC.

-ZHANG Xinyu and ZHANG Kaixin will welcome and serve the guest.

-19:00-19:30

-LU Yuchen, ZHANG Ruiyang and ZHANG Kaixin will start the check-in for registered members.

-LU Yuchen, ZHANG Ruiyang and ZHANG Kaixin will distribute a gift to each participant during check-in.

-Other Ex-cos will welcome the participants.

-19:30-19:40

-WU Dake (MC) will give an opening announcement and briefly introduce the new cabinet of Chinese Folk Art Society, the guest and the lecture topic.

-19:40-21:00

-The guest will give the lecture about the content he or her prefers that fits the theme of the function.

-WU Fan will take photos.

-21:00-21:20

-The Q&A session will be held for the lecture.

-The guest will answer the questions raised by audiences.

-Ex-cos will pass the microphones to the audiences who raised questions. XU Jiarui and ZHANG Xinyu are responsible for passing the microphones.

-21:20-21:30

-WU Dake will deliver CFAS souvenir to the guest.

-WU Fan will take photos.

-WU Dake will give an ending speech.

-21:30-22:00

-Participants can come to the counter outside LTC to get the refund and register the Spring Bud on Tongue Workshop.

-LU Yuchen and ZHANG Ruiyang will sit counter.

-22:00-22:15

-Ex-cos will do the cleaning.

-22:15-23:00

-DENG Yuqing, SHI Yue and DU Donghong will arrange an evaluation meeting.

Notes

-Rundown can be changed according to the guest's schedule.

Preparation

Deadline	Event	Pic(s)
March 10 th	Find the suitable scholar	ZHANG Xinyu
March 12 th	Contact the scholar and confirm the content and time	ZHANG Kaixin ZHANG Xinyu
March 19 th	Finish the first draft of MC's words	WU Dake
March 19 th	Book the venue	DU Donghong
March 19 th	Finish applying for HLTH1010	ZHANG Xinyu
March 23 rd	Finish the sponsors list	LI Bo
March 23 rd	Purchasing the souvenir for the guest	ZHANG Ruiyang
March 23 rd	Finish the final version of MC's words	WU Dake
March 25 th	First rehearsal	DENG Yuqing
April 2 nd	Buy the gift packages for participants	DU Donghong XU Jiarui
April 13 th	The second rehearsal	DENG Yuqing
April 16 th	Check the refreshment	XU Jiarui
April 18 th	Contact the guest and final check his/her schedule	ZHANG Kaixin ZHANG Xinyu
April 18 th	Send the reminder email	SHI Yue

Budget

Cash Outflow	
Souvenir (紀念品)	50 HKD
Gift (禮品)	13*80=1040 HKD
Registration fee refund (報名費退款)	10*90=900
Fee of inviting guest (嘉賓出席費)	1500 HKD
Total Cash Outflow	<u>3490HKD</u>
Cash Inflow	
Registration fee (報名費)	20*80=1600 HKD
Registration fee of Walk-ins (臨時報名費)	20*10=200 HKD
Total Cash Inflow	<u>1800 HKD</u>
Total Cash Flow	<u>-1690HKD</u>

6.2.2. Spring Bud on Tongue

Pic

-DU Donghong

Vpic

-ZHANG Xinyu

Objectives

- To provide a chance for those who are interested in Chinese traditional tea and its culture to experience the tea ceremony and learn more about the culture inside.
- To provide a platform for students from different backgrounds but with common interests in Chinese traditional tea and its culture to communicate and share their ideas.

Date

- April 21st (Thursday) for session one
- April 22nd (Friday) for session two

Time

- 19:30-21:00 (subjective to change)

Venue

- a classroom (e.g. classroom 2464)

Target Group

- All students who are interested in Chinese tea and its culture and who want to experience its great attractiveness.

Registration Fee

-
- Member: 60 HKD
 - Non-member: 80 HKD
 - No walk-in

Expected Numbers of Participants (for each session)

- Member: 17
- Non-member: 3

Rundown

-16:00-16:10

- ZHANG Xinyu will contact the guest to ensure the guest can arrive on time.

-18:00-19:15

- Ex-cos will arrive and do the preparations for the function.
- XU Jiarui and DU Donghong will borrow the projector and the screen, ensure that there will not less than 12 desks and 22 chairs, and bring the tea sets for the function.
- ZHANG Xinyu and SHI Yue and SHAO Yuqing will clean the desks and chairs and place them together with the tea sets properly and will finish putting up the decorations prepared before.
- MCs (LI Bo and ZHANG Kaixin) will test the projector and the PPT (including the introduction of Chinese tea and its culture) with WU Fan.
- WU Dake and WANG Wenlong will prepare for no less than 12 hot water jackets full of hot water.
- LU Yuchen and ZHANG Ruiyang will prepare the check-in lists and desks and chairs for checking in.
- All Ex-cos will give a warm welcome to the guest and all participants.
- LU Yuchen and ZHANG Ruiyang will set a check-in counter in front of the stairs.

-19:15-19:30

- Check-in will start. (LU Yuchen and ZHANG Ruiyang).

-19:30-19:45

- Function will start.
- LU Yuchen will continue checking in.
- LI Bo and ZHANG Kaixin will present the PPT and introduce the origin and development of tea ceremony and some related Chinese figures like Lu Yu, the man who wrote *the classic of tea*.

-19:45-19:50

-LI Bo and ZHANG Kaixin will introduce the guest and invite the guest to give a speech.

-19: 50-20:30

-The guest will teach the Chinese tea ceremony.

-Ex-cos will be around the room and help the participants when they need help.

-20:30-21:00

-LI Bo and ZHANG Kaixin will give the ending speech and end the function.

-ZHANG Xinyu will talk to the guest, give feedback and thank for the teaching.

-21:00-21:45

-Ex-cos will do the cleaning and give back those things which are borrowed.

-21:45-22:30

-DENG Yuqing, SHI Yue and DU Donghong will hold a meeting to reflect on the function.

Notes

-WANG Wenlong and WU Dake will be in charge of boiling water during the workshop.

Preparation

Deadline	Event	Pic(s)
March 11 th	Book the venues	DU Donghong
March 12 th	Apply for the HLTH1010	ZHANG Xinyu
March 19 th	Borrow enough warm water bottles	ZHANG Ruiyang
March 19 th	Contact some teahouses or some related professors and invite them to give a speech in the function	ZHANG Xinyu ZHANG Kaixin
March 19 th	Purchase the material for decoration	ZHANG Ruiyang
March 26 th	Get the material for decoration	DU Donghong XU Jiarui
March 27 th	Learn how to do the Chinese tea ceremony	All Ex-cos
March 27 th	Finish designing the decoration plan	SHAO Yuqing WANG Wenlong
April 4 th	Confirm the sponsors	LI Bo

April 8th	Finish the decoration plan	SHAO Yuqing WANG Wenlong
April 9th	Prepare the tools and materials for the decorations	DU Donghong XU Jiarui
April 10th	Finish making the decorations and store them well	All Ex-cos.
April 10th	Finish finding the background music list	WU Fan
April 10th	Finish the final version of the PPT, MCs' words (Including both English and Chinese version)and the introduction papers	LI Bo ZHANG Kaixin
April 10th	Finish the first rehearsal	All Ex-cos.
April 16th	Finish the second rehearsal	All Ex-cos.
April 20th	Send the reminding email to the first session participants	SHI Yue
April 20th	Ensure all the materials for the first session	XU Jiarui DU Donghong
April 20th	Contact the guest and do the final check of his/her arrival time	ZHANG Kaixin ZHANG Xinyu
April 21st	Review the function online (Using the Facebook)	WU Fan
April 21st	Send the reminding email to the second session participants	SHI Yue
April 21st	Ensure all the materials for the second session	XU Jiarui DU Donghong
April 21st	Remind the guest	ZHANG Kaixin ZHANG Xinyu
April 22nd	Review the function online (Using WeChat and Facebook)	SHI Yue WU Fan

Budget

Cash Outflow	
Name list (名單)	5 HKD
Desk decoration (桌上裝飾)	10*12=120 HKD
Teaching fee (Including the tea sets fee and tea fee) (請老師費用包括茶具和茶葉)	1200*2=2400 HKD

Decorations on wall (牆上裝飾)	50 HKD
Total Cash Outflow	<u>2575 HKD</u>
Cash Inflow	
Members' registration fee (會員報名費)	34*60=2040 HKD
Non-members' registration fee (非會員報名費)	6*80=480 HKD
Total Cash Inflow	<u>2520 HKD</u>
Total Cash Flow	<u>-55 HKD</u>

6.2.3. Take Your Tea Cake Away

Pic

-ZHANG Ruiyang

Objectives

- To purchase delicious tea cake for students who are interested in our activities.
- To enrich the content of Fragrance of Teatism Week.
- To attract CFAS members to participate in our theme week about tea.

Date

-April 11th-13th

Venue

-CFAS counter

Targeted Groups

- HKUST students who are interested in the tea cake we offer and our theme week

Content

- Before the purchase
 - Provide a few kinds of tea cakes for the purchasing service and inform members of this activity.
- On April 11th-13th

-We will set up our counter on campus and those who wish to purchase tea cakes through us can register at our counter. The buyers are free to choose the quantity they wish to buy. They should pay the fee, fill in the form at the counter and get the receipt.

-On April 14th-20th

-Ex-cos of CFAS will buy a certain amount of tea cakes for members in Shenzhen or via Taobao.

-On April 21st-22nd

-Counters will be set up again to deliver the tea cakes. The participants of this activity should fetch the food with their student ID.

Preparation

Deadline	Event	Pic(s)
March 15 th	Brainstorm for nominated kinds of tea cakes	All CFAS Ex-cos
March 17 th	Decide a few kinds of teacakes and make purchase plan	ZHANG Ruiyang
April 6 th	Design the registration form on Google Form	ZHANG Ruiyang
April 7 th	Book Counter	Same as “Fragrance of Teatism” Week
April 9 th	Promote the activity via WeChat and Facebook	SHI Yue WU Fan
April 10 th	Registration and charge	The one who sits counter
April 10 th	Prepare sit-counter timetable	DENG Yuqing
April 11 th -13 th	Set Counter	Same as “Fragrance of Teatism” Week
April 11 th -13 th	Make purchasing plan and conduct	ZHANG Ruiyang
April 14 th -20 th	Make storage and distribution plan and then conduct	XU Jiarui DU Donghong
	Book counter	Same as “Fragrance of Teatism” Week
	Set counter	Same as “Fragrance of Teatism” Week
	Prepare sit-counter timetable	DENG Yuqing

Budget

Cash outflow	
Teacake (茶點)	40*100=4000 HKD
Receipt (收據)	100 HKD
Shipping Cost (運費)	200 HKD
Total Outflow	<u>4300 HKD</u>
Cash Inflow	
Sales Revenue (賣出收益)	4450 HKD
Total Inflow	<u>4450 HKD</u>
Total Cash Flow	<u>150 HKD</u>

6.3. Travel in Xiamen and Wuyi Mount

Pic

-WU Fan

Vpics

-XU Jiarui

-ZHANG Ruiyang

Objectives

- To delight participants by showing them some great sceneries of South Fujian.
- To offer participants an opportunity to know more about the culture of South Fujian.
- To propagandize Chinese culture to participants.
- To provide participants with an opportunity to make more friends with different backgrounds.
- To know more about the Ex-cos.

Date

-May 31st-June 6th

*Subjective to change

Venue

-Xiamen and Wuyi Mount

Target Groups

- All students who are interested in the trip and have spare time in this summer vacation.

Expected Number of Participants

- 30 (Including 13 Ex-cos)
- Member: 28
- Non-Member: 2

Registration Fee

- Members: 3300 HKD
- Non-Members: 3600 HKD
- No walk-in.
- *200 HKD should be paid as a down payment after registration.

Content

- Promotion and Recruitment
 - Email, WeChat and Facebook promotion: April 4th & April 10th
 - Counter, poster, and leaflet promotion: April 5th-7th & 11th-13th
- Information session I
 - Time: April 7th
 - Venue: LTH
 - Main points
 - The route of the trip
 - Objectives
 - To show participants the details of the trip.
 - To encourage participants to join our trip.
- Information session II
 - Time: April 14th
 - Venue: A classroom (e.g. Room 2404)
 - Main points
 - Show all participants the tourist contract and the insurance contract.
 - Inform participants of the exact time of all main points of the trip.
 - Give out the in-trip guidance and the trip disclaimer.

Travel Route

-Day I

- Morning: Take bus to Shenzhen North Railway Station.
- Noon & Afternoon: Take the high-speed train from Shenzhen North Railway Station to Xiamen Railway Station. Then take the ferryboat from Xiamen Cruise Terminal to Gulangyu Island.
- Evening: Check in a hotel on Gulangyu Island. Dinner and welcome party.

-Day II

- Morning: Breakfast. Visit scenic spots of Gulangyu Island.
- Noon: Lunch
- Afternoon: Back to Xiamen Island by boat, and act freely on Zhongshan Road.
- Evening: Dinner Check into a hotel in Xiamen.

-Day III

- Morning: Breakfast. Take the tour bus to Jimei, and visit scenic spots of it.
- Noon: Lunch
- Afternoon: Take the high-speed train from Xiamen North Railway Station to Wuyi Mount Railway Station.
- Evening: Dinner. Check into a hotel in Wuyi Mount.

-Day IV

- Morning: Breakfast. Then visit Tianyou Peak.
- Noon: Lunch
- Afternoon: Drift in Jiuqu Stream.
- Evening: Back to hotel.

-Day V

- Morning: Breakfast. Visit Huxiao Rock.
- Noon: Lunch.
- Afternoon: Take the high-speed train from Wuyi Mount Railway Station to Xiamen Railway Station.
- Evening: Check into a hotel in Xiamen.

-Day VI

- Morning: Breakfast. Visit Southern Putuo Temple.

- Noon: Lunch.
- Afternoon: Visit Huandao Road, Huli Mount Fortress and Xiamen University.
- Evening: Hotpot gathering. Back to hotel.

-Day VII

- Leave from Xiamen Gaoqi International Airport or Xiamen Railway Station.

Preparation

Deadline	Event	Pic(s)
December 20th- January 10th	Contact the travel agency and submit our proposed destinations Ask for a probable plan, and change some details of it	WU Fan
January 11th	Get the first draft of the route	WU Fan
February 29th - March 6th	Arrange transportation from HKUST to Shenzhen North Railway Station	XU Jiarui
March 6th	Book venue for counter and information session I&II	DU Donghong XU Jiarui
March 16th	Finish the first draft of the leaflet	SHAO Yuqing
March 16th	Finish the first draft of the poster and easystand	WANG Wenlong
March 20th	Finish the first draft of E-mail and WeChat promotion	SHI Yue
March 20th	Finish the first draft of Facebook promotion	WU Fan
March 21st	Finish the second draft of the leaflet	SHAO Yuqing
March 21st	Finish the second draft of the poster and easystand	WANG Wenlong
March 25th	Finish the second draft of email and WeChat promotion	SHI Yue
March 25th	Finish the second draft of Facebook promotion	WU Fan
March 27th	Finish the final draft of the leaflet	SHAO Yuqing
March 27th	Finish the final draft of the poster and easystand	WANG Wenlong
March 27th	Print leaflet and easystand	XU Jiarui
March 29th	Get the final version of the route	WU Fan
March 29th	Get the disclaimer and the registration form	WU Fan
March 31st	Finish the final draft of email and WeChat promotion	SHI Yue

March 31st	Finish the final draft of Facebook promotion	WU Fan
April 1st	Get the leaflet and easystand	DU Donghong XU Jiarui
April 3rd	Conduct the rehearsal of the information session I&II	WU Fan DU Donghong XU Jiarui
April 4th	Arrange the timetable for counter-sitting. Finish the application form	DENG Yuqing
April 4th	Put up posters	All Ex-cos
April 4th	Start to promote by email, WeChat and Facebook	SHI Yue WU Fan
April 4th	Finish the first draft of information session PPT	WU Fan
April 5th -7th	Counter sitting and promoting (Participants should provide ITSCs when registering)	All Ex-cos
April 6th	Finish the final version of information session PPT	WU Fan
April 7th	Print the disclaimer (40 copies are needed)	DU Donghong
April 7th	Hold the first information session	ZHANG Kaixin WU Fan
April 7th	Finish the design of the in-trip guidance	LU Yuchen DENG Yuqing SHAO Yuqing WU Fan
April 11th-13th	Counter sitting and promoting (Participants should provide ITSCs when registering)	All Ex-cos
April 13th	Send an email to remind participants to transfer money to the CFAS account before April 14 th and book tickets for departure	ZHANG Ruiyang
April 13th	Print the in-trip guidance	XU Jiarui
April 14th	Hold the second information session	WU Fan
April 14th	Confirm the number of participants (remittance is required) Sign contract with the travel agency	WU Fan
May 26th	Finalize the jobs of all Ex-cos during the trip	XU Jiarui ZHANG Ruiyang

May 28th	Send the reminder emails for the departure and the final meeting	ZHANG Ruiyang
May 29th	Print the in-trip guidance	DU Donghong XU Jiarui
May 30th	Hold a meeting for final notification of the trip, and divide all participants into 5 groups (each group includes 2 Ex-cos and 3-4 participants)	WU Fan XU Jiarui ZHANG Ruiyang
June 7th	Review and reflect the trip online	WU Fan

Budget

Cash Outflow	
Easystand (易拉架列印費)	68 HKD
Leaflet (宣傳單列印費)	330 HKD
Travel Agency's Fee (旅行社收費)	3200*30=96000 HKD
Receipt (收據)	20 HKD
Registration List (報名表列印費)	12 HKD
In-trip Activities Fee (活動費)	2500 HKD
Total Outflow	<u>98930 HKD</u>
Cash Inflow	
Members' Registration Fee (會員報名費)	3300*28=92400 HKD
Non-Members' Registration Fee (非會員報名費)	3600*2=7200 HKD
Total Cash Inflow	<u>99600 HKD</u>
Total Cash Flow	<u>670 HKD</u>

6.4. CFAS week

Pic

-WU Dake

Vpics

-LU Yuchen

-ZHANG Xinyu

-ZHANG Kaixin

Objectives

- To spread and promote the minority culture and Chinese folk art.
- To provide members, especially those have similar tastes and concerns in this theme, with opportunities to know each other and communicate.
- To provide members, especially freshmen, with opportunities to meet new friends and get an impressive idea of Chinese Folk Art Society.
- To raise public awareness of minority culture and relative concerns.
- To enlarge the influence of Chinese Folk Art Society.

Date

-September 19th (Monday), September 20th (Tuesday) and September 22nd (Thursday)

Target Groups

- The members who are interested in and concerned about the minority culture and problems.
- The members, especially freshmen, who want to meet new friends and to adapt to an enjoy the university life.

Component Functions

- Ethnic Party
- Appreciation of Fishskin Painting
- Minority Lecture

Promotion Plan

Date

-September 5th – 9th and September 12th – 16th

Venue

-CFAS counter, Atrium

Promotion Methods

- Leaflet
- Poster
- Easystand
- Banner
- Promotion decoration

- Big decoration
- Promotion video
- Email
- WeChat
- Facebook
- Website

Banner List

Position	Amount	Size(m)
Wall on the 10F of Hall 1	1	4*4
Wall besides the smart stone	2	0.5*8
Top of footbridge of Hall 1	34	0.5*1.3
Top of footbridge of Hall 2	24	0.5*1.3
Both sides of foot bridge of Hall 1	36	0.5*1.3
Both sides of foot bridge of Hall 2	26	0.5*1.3
Beside the escalators from LG5 to LG1	1	2*10
Academic building (beside e-board)	1	2*2
Academic building (Atrium)	2	4*8
Academic building (Atrium)	1	16*4
	Total Area	254

Notes

- CFAS Week will share the leaflet, poster and easystand with the Orientation Week, in which it is also promoted, but there will be an exclusive poster for it after September 16th.
- All three functions will be promoted together and share the same leaflet and posters
- The easystand(-s) will be designed exclusively for each function.
- All the online promotion will have five versions, one for the week and three for each function. The later three will also review the past events since September. The last one will review the week.

Preparation

Deadline	Event	Pic(s)
July 3 rd	Finish the first draft of banner	SHAO Yuqing WANG Wenlong
July 5 th	Book the banner	DU Donghong
July 10 th	Finish the second draft of banner	SHAO Yuqing WANG Wenlong
July 17 th	Finish the final version of	SHAO Yuqing

	banner	WANG Wenlong
July 17th	Finish the video plan	SHAO Yuqing WANG Wenlong
July 31st	Finish the first draft of promotion video	SHAO Yuqing WANG Wenlong
August 9th	Finish the first draft of easystand	SHAO Yuqing WANG Wenlong
August 11th	Finish the first draft of leaflet	SHAO Yuqing WANG Wenlong
August 13th	Finish the first draft of poster	SHAO Yuqing WANG Wenlong
August 16th	Finish the final version of promotion video	SHAO Yuqing WANG Wenlong
August 16th	Finish the second draft of the easystand	SHAO Yuqing WANG Wenlong
August 18th	Finish the drafts of online promotion including WeChat, Facebook and the official website	SHI Yue WU Fan
August 18th	Finish the second draft of the leaflet	SHAO Yuqing WANG Wenlong
August 19th	Purchase the handwork materials	ZHANG Ruiyang
August 20th	Finish the first draft of decoration plan	SHAO Yuqing WANG Wenlong
August 21st	Finish the final versions of online promotion, including WeChat, Facebook and the official website	SHI Yue WU Fan
August 21st	Finish the second draft of poster	SHAO Yuqing WANG Wenlong
August 22nd	Find the sponsors	LI Bo
August 22nd	Finish the final version of easystand	SHAO Yuqing WANG Wenlong
August 24th	Finish the final version of leaflet	SHAO Yuqing WANG Wenlong
August 26th	Finish the final version of the leaflet	SHAO Yuqing WANG Wenlong
September 27th	Finish the first promotional email	SHI Yue
August 28th	Finish the final version of decoration plan	SHAO Yuqing WANG Wenlong
August 28th	Finish the final version of poster	SHAO Yuqing

		WANG Wenlong
August 29th	Print the leaflet and easystand	DU Donghong XU Jiarui
August 29th	Finish the drafts of other promotional emails	SHI Yue
August 31st	Confirm the sponsors	LI Bo
September 2nd - 3rd	Finish the decoration for promotion and at least four promotion boards	All Ex-cos and Sub-coms
September 2nd	Finish the final versions of promotional emails	SHI Yue
September 23rd	Finish the registration forms	WU Fan
September 3rd	Print and put up the poster	DU Donghong XU Jiarui
September 3rd	Finish the promotion timetable for all Ex-cos and Sub-coms	DENG Yuqing
September 4th	Finish the draft of second poster	SHAO Yuqing WANG Wenlong
September 4th	Send the first promotional email	SHI Yue
September 4th	Release the online promotion for the week	SHI Yue WU Fan
September 11th	Finish the big decoration	All Ex-cos and Sub-coms
September 11th	Finish the final version of second poster	SHAO Yuqing WANG Wenlong
September 17th	Print and put up the poster	DU Donghong XU Jiarui
September 17th	Put up all the banners	All Ex-cos and Sub-coms
September 17th	Modify the online promotion according to the Orientation week	SHI Yue WU Fan
September 18th	Release the online promotion for the first function	Shi Yue WU Fan
September 19th	Print and put up the guidepost	DU Donghong XU Jiarui
September 20th	Modify the online promotion according to the first function	SHI Yue WU Fan
September 20th	Release the online promotion for the second function	SHI Yue WU Fan
September 21st	Print and put up the guidepost	DU Donghong XU Jiarui
September 22nd	Modify the online promotion according to the second function	SHI Yue WU Fan

September 22nd	Release the online promotion for the third function	SHI Yue WU Fan
September 23rd	Print and put up the guidepost	DU Donghong XU Jiarui
September 25th	Finish the online review	SHI Yue WU Fan
September 25th	Release the online review for the whole week	SHI Yue WU Fan

Budget

Cash Outflow	
Banner(橫幅)	1275 HKD
Poster(海報列印費)	85 HKD
Easystand(易拉架列印費)	68 HKD
Leaflet(宣傳單列印費)	830 HKD
Sticker(路標)	5 HKD
Handwork Material(手工材料)	500 HKD
Total Cash Outflow	<u>2763 HKD</u>
Total Cash Flow	<u>-2763 HKD</u>

6.4.1. Ethnic Party

Pic

-LU Yuchen

Vpics

-LI Bo

-XU Jiarui

Objectives

- To introduce eight Chinese ethnic peoples and their distinctive customs, traditions and food to students.
- To offer a platform for mainland students, local students and international students to get together and gain more knowledge of Chinese folk art and culture.
- To enlarge the influence of Chinese Folk Art Society.

Date

-September 19th (Monday)

Time

-18:00-20:30

Venue

-Common Room 5&6 (Seafront 1st floor)

Target group

- All students who are interested in Chinese Folk Art and the culture of 56 Chinese ethnic peoples.
- Freshmen who are willing to make more friends and to have teamwork and cooperation with others.

Expected Number of Participants

- Member: 55
- Non-Member: 5
- No walk-in

Registration Fee

- Member: 40 HKD
- Non-Member: 50 HKD

Content

Participants will sign up into ten teams. Each team has six team members. They are required to finish the games in eight counters.

Each team will be given one string of copper coins which contains 10 pieces at the beginning of the party. To start counters' games, a certain amount of copper coins will be required. Participants will be awarded some copper coins if their performance during the games meets the requirement (such as time limit, the similarity of their poses). Refreshment (unique ethnic food) can be purchased with coins. At the end of the function, some special gifts will be given to those who have a larger amount of coins.

Dai Counter

Pic

SHAO Yuqing

Rules

It will cost each team 2 coins to play at Dai Counter.

Upon arriving at the counter, the team shall listen to the instructions and assign their competition order.

Then the Ex-co will play the PPT which contains several Dai dancing poses with only one participant seeing, that participants are required to pass on the series of poses in the determined order with time limit. Timing is required during the whole procedure.

If the team finish their task in a time limit, they shall get two more coins.

Remarks

If the number of team members was less than seven, Ex-cos should adjust the time limit and the number of questions should also be decreased.

Goods and Materials

Dai outfits*1

Ipad*1

Uygur Counter

Pic

SHI Yue

Rules

It will cost each team 2 coins to play at Uygur Counter.

Upon arriving at the counter, the team shall listen to the instructions and assign their task which means choosing two members to play the desktop Darwaz game and the rest to pose on the toe board.

The Ex-co is responsible for the game security and checking if the participants meet the requirements.

Two sub-teams are required to start their games simultaneously. Once the Dawaz game is finished, the rest of members can finish their posing.

If there is no offense of rules during the whole process, the team shall get 2 more coins.

Remarks

If the number of team members were less than seven, the Ex-co shall reassign the participants of each sub-game.

Goods and Materials

Uygur outfits*1

Desktop Dawaz Game*1

First-aid kit*1

Toe board*1

Manchu Counter

Pic

ZHANG Ruiyang

Rules

It will cost each team 2 coins to play at Man Counter.

Upon arriving at the counter, the team shall listen to the instructions of the Ex-co to learn the rules of the game, which are as following:

One team of seven should complete the task in the form of a relay race with a time constraint.

One should roll the hoop.

One should toss the goat bone.

Two should complete the game of two-man-three-feet with obstacles installed.

Two should watch one excerpt of “Huan Zhu” (For foreigners, use Zhen Huan with English subtitles) and if some specific words appear, they should pat each other immediately. (Slow reactions are permitted for three times at maximum. Otherwise, they will fail the game.)

One should put on the Man costume and take a selfie.

If one task fails during the game, the restart of the particular game will be required, rather than the restart of the whole game.

If they finish their task in time limit, they will be awarded 5 coins.

Remarks

If the number of team members was less than seven, particular tasks would be canceled, and the time requirement for completion of the game would be decreased.

Goods and Materials

Manchu outfits*2

Goat bones*5

Earthbag*1

iPad*1

Mongolia Counter

Pic

LI Bo

Rules

It will cost each team 2 coins to play at Mongolia Counter.

Upon arriving at the counter, the team shall listen to the instructions of Ex-cos to learn the rules of the game, which are as following:

Each team has 7 players, (A, B, C, D, E, F and G). They shall finish a relay game. First, A and B turn 3 circles at the beginning, and C holds a glass of water. Then, A and B carry C to the next place while the water needs to remain the half of the glass. Upon A, B and C’s arrival, D and E kick shuttlecock along the route which leads to F. After that, G wears a blinder and goes to shooting point under the instructions of F. When D and E complete kicking shuttlecock for 3 times without interruption, G can shoot the balloon. (G will go to the shooting site with a blinder under the instructions of F) There are 4 white balloons and 2 other color balloons on the target. Inside one of the white balloons is a coupon which can exchange 5 coins.

If one task fails during the game, the restart of the particular game will be required, rather than the restart of the whole game.

Remarks

If the number of team members is less than seven, particular tasks will be canceled.

Goods and Materials

Mongolia outfit*1

Mongolia bow and arrow*2

Blinder*1

Shuttlecock*1

Chinese-Korean Counter

Pic

XU Jiarui

Rules

It will cost each team 2 coins to play at Chinese Korean Counter.

Upon arriving at the counter, the team shall listen to the instructions of the Ex-co to learn the rules of the game, which are as following:

Participants are required to classify the Chinese Korean GoStop (a Korean card game) within a time limit. If so, they will be awarded 5 coins.

During the game the Ex-co is responsible for keeping the time and supervising.

Remarks

The actual number of participants doesn't influence game rules.

Goods and Materials

Chinese Korean outfit*1

Korean GoStop*1

Naxi Counter

Pic

ZHANG Xinyu

Rules

It will cost each team 2 coins to play at Naxi Counter.

Upon arriving at the counter, the team shall listen to the instructions of the Ex-co to learn the rules of the game, which are as following:

Participants are provided 5 chances to guess the meaning of a sentence, word or proverb in Naxi characters. If they get 3 correct answers, they will be awarded 5 coins. The usage of the electronic device is not allowed during the game.

During the game, the Ex-co will be responsible for checking if the answer is correct.

Remarks

The actual number of participants doesn't influence the game rules.

Goods and Materials

Naxi outfit*1

iPad / computer*1

Gaoshan Counter**Pic**

DU Donghong

ZHANG Kaixin

Rules

It is free to play at Gaoshan Counter.

Upon arriving at the counter, the team shall listen to the instructions of the Ex-cos to learn the rules of the game, which are as following:

Participants will perform the simple bamboo dance following the rhyme of music. The difficulty of the dance will be increased as time flowing. Each team is required to involve one more member into dancing every 10 seconds. All of the attempt time will be recorded. And the record-keeper in half an hour will be awarded 10 coins.

Remarks

The actual number of participants doesn't influence the game rules.

Goods and Materials

Gaoshan outfit*1

Tibetan Counter**Pic**

DENG Yuqing

Rules

It costs 5 coins for each team to play at Tibetan Counter.

The game is versus mode. Each team will assign 4 members to taste the unknown drink (which is either buttered tea or another kind of drink such as vinegar, coke in paper cups). Members are allowed to use one sentence to describe their feelings. Then teams are required to guess the right person in their competitor team who drink the buttered tea. If they make the correct guess, 10 coins will be awarded to them.

Remarks

The actual number of participants doesn't influence the game rules.

Goods and Materials

Tibetan Outfit*1

Buttered Tea*1

Paper cups*100

Refreshment Zone & Gift Counter

Pic

WU Dake

Rules

1. Specific refreshment will be displayed in refreshment zone every 15 minutes. Participants are allowed to use their copper coins to purchase it.
2. Some gifts will be on sale. Participants can purchase them with copper coins.

Remarks

The actual time interval of food supply depends on Pic's preparation time

Goods and Materials

Chinese rice pudding

Baked Nang

Mongolia Milk Tea

Rice Cake

Cheese

Book Mark

Chopsticks

Rundown

-16:00-17:30

- Ex-cos will prepare for the party, which includes
 - setting up each counter (relevant Pics take on the responsibility)
 - examining the electronic devices (WU Fan, WANG Wenlong)
 - pasting the direction notice (LU Yuchen)

-17:30-17:50

- Each counter's Pic will hold a brief rehearsal of the game.
- DENG Yuqing and ZHANG Ruiyang will set up the check-in counter
- WU Fan will examine the microphone and projector, and test the PPT.

-17:50-18:00

- DENG Yuqing and DU Donghong are responsible for check-in.
- WANG Wenlong and LU Yuchen are responsible for organizing each team member.

-Other Ex-cos will go back to their counters and do the final check.

-All Ex-co will dress in ethnic outfits.

-18:00-18:10

-LI Bo and ZHANG Kaixin will do a brief introduction of Chinese Folk Art Society and 13 Ex-cos, introduce the game rules and commence the start of the party.

-WU Fan will take photos in the meanwhile.

-18:10

-The game will begin and WANG Wenlong will take over the check-in counter.

-Each Pic will hold games in their own counter.

-LU Yuchen and WU Fan will take photos and tackle with some emergencies.

-18:10-19:50

-Each counter hold their games.

-Some bonus gatherings will be held at 18:40, 19:20

-19:50-20:00

-LI Bo and ZHANG Kaixin will organize all the participants to gather.

-Photo Session (WU Fan)

-20:00-20:30

-Participants will leave and Ex-cos will do clean-up.

Preparation

Deadline	Event	Pic(s)
July 30 th	Scratch the first draft of PPT	WU Fan
August 1 st	Scratch the first decoration plan of each game counters	LI Bo
August 5 th	Scratch the final draft of PPT	WU Fan
August 5 th	Purchase all needed materials online	ZHANG Ruiyang
August 6 th	Write the first draft the reminder email	SHI Yue
August 8 th	Scratch the final version of each game counters' decoration	LI Bo
August 10 th	Book the venue	DU Donghong

August 10th	Write the final version of the reminder email	SHI Yue
August 20th	Rehearse the event	LU Yuchen
September 13th	Purchase food and other materials in local supermarkets	ZHANG Ruiyang XU Jiarui DU Donghong
September 10th	Rehearse the event	LU Yuchen
September 18th	Send the reminder emails	SHI Yue

Budget

Cash Outflow	
Dai Outfit (傣族服飾)	78 HKD
Uygur Outfit (維吾爾族服飾)	105 HKD
Mongolia Outfit (蒙古族服飾)	90 HKD
Chinese Korean Outfit (朝鮮族服飾)	133 HKD
Naxi Outfit (納西族服飾)	106 HKD
Gaoshan Outfit (高山族服飾)	120 HKD
Tibetan Outfit (藏族服飾)	78 HKD
Desktop Dawaz (達瓦孜桌面遊戲)	71 HKD
Buttered Tea (酥油茶)	160 HKD
Earthbag (沙包)	10 HKD
Goat bones (羊拐骨)	17 HKD
Baked Nang (新疆烤饅)	110 HKD
Chinese rice pudding (八寶飯)	192 HKD
Mongolia milk tea (內蒙古奶茶)	39 HKD
Cheese (奶皮)	107 HKD
Rice Cake (年糕)	96 HKD
Book Mark (書簽)	60 HKD
Chopsticks (筷子禮盒)	72 HKD
Paper Cup (紙杯)	60 HKD
Toe board (指壓板)	192 HKD
Copper Coin (銅錢)	100 HKD
Total Cash Outflow	<u>1996 HKD</u>
Cash Inflow	
Members' Registration Fee (會員報名費)	55*40=2200 HKD
Non-members' Registration Fee	5*50=250 HKD

(非會員報名費)	
Total Cash Inflow	<u>2450 HKD</u>
Total Cash Flow	<u>454 HKD</u>

6.4.2. Appreciation of Fishskin Craft

Pic

-ZHANG Kaixin

Vpic

-DU Donghong

Objectives

- To provide students from different cultural background with a platform to communicate.
- To develop students' creativity and aesthetics in the making process.
- To promote a special form of Chinese folk art and the Nanai traditional culture.
- To carry out our duty in protecting and inheriting an intangible cultural heritage.

Date

-September 20th (Tuesday)

Time

-19:00-21:30

Venue

-A classroom (e.g. Room 2464)

Target Groups

-All students who are interested in Fishskin Craft and eager to DIY and own piece of art.

Registration Fee

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

Expected Numbers of Participants

- Member: 50
- Non-member: 10
- Walk-in: 5

Rundown

-17:30-18:30

- All Ex-cos will arrive.
- WU Fan will test the equipment (microphones and the projector).
- DU Donghong and XU Jiarui will set up the background.
- SHAO Yuqing, ZHANG Kaixin and LI Bo will give a warm welcome to the guest (ZHANG Lin).
- Other Ex-cos will set the tables and chairs, afterwards they will prepare all the needed materials and tools.

-18:30-19:00

- DENG Yuqing and ZHANG Ruiyang will set a counter for check-in.
- Other Ex-cos will lead the participants to the seats. (There will be 10 tables in total, and each table holds 6 participants.)

-19:00-19:15

- LI Bo and ZHANG Kaixin will give the opening words and will introduce the guest and the basic background of the function.

-19:15-20:30

- The guest will give a lecture to introduce the Nanai culture and details about the Fishskin Craft.
- The guest will teach the participants how to make a Fishskin Craft.
- All Ex-cos will help the participants to finish their own piece of work (each Ex-co is responsible for one table).

-20:30-21:15

- The guest demonstrates some new methods of DIY Fishskin Craft.
- Show samples of Fishskin Craft.
- Under the help of the guest and Ex-cos, participants will try to make other kinds of Fishskin Craft.

-21:15-21:20

- LI Bo and ZHANG Kaixin will give the ending words.

-All Ex-cos will thank the guest and give a souvenir.

-Photo Session

-21:20-21:30

-WU Fan will take photos for all the participants, the Ex-cos together with the guest.

-The function will end.

-21:30-22:30

-All Ex-cos will do the cleaning.

-22:30-22:40

-ZHANG Kaixin and DU Donghong will hold a short evaluation, reflecting on the function.

Preparation

Deadline	Event	Pic(s)
July 9 th	Finish the first draft of the easystand	WANG Wenlong
July 9 th	Finish the first draft of the email reminder	SHI Yue
July 16 th	Finish the second draft of the easystand	WANG Wenlong
July 16 th	Finish the second draft of the email reminder	SHI Yue
July 23 rd	Finish the final draft of the easystand	WANG Wenlong
July 23 rd	Finish the final draft of the email reminder	SHI Yue
August 1 st	Make final confirmation with the guest and remind the guest to book a flight ticket	SHAO Yuqing
August 1 st	Finish buying all the workshop materials	SHAO Yuqing ZHANG Ruiyang
August 2 nd -5 th	Discuss the content of the workshop with the guest	SHAO Yuqing ZHANG Kaixin
August 7 th	Finish the first draft of the MC's script as well as the background music	LI Bo ZHANG Kaixin WU Fan
August 8 th -12 th	Prepare all the lecture materials with the guest	SHAO Yuqing ZHANG Kaixin
August 14 ^h	Book the venue	DU Donghong
August 14 th	Apply for HLTH1010 and the fund	ZHANG Xinyu

August 14th	Finish the final draft of the MC's script as well as the background music	LI Bo ZHANG Kaixin WU Fan
August 17th	All the Ex-cos learn how to make the basic Fishskin Craft	SHAO Yuqing
August 18th	First rehearsal	ZHANG Kaixin DU Donghong
August 22nd	Finish the easy sample crafts	All Ex-cos
September 2nd	Second Rehearsal	ZHANG Kaixin DU Donghong
September 20th	Borrow the microphones	XU Jiarui
September 21st	Final check all the needed materials and tools	ZHANG Kaixin DU Donghong XU Jiarui
September 22nd	Review of the function online (including Facebook and WeChat)	SHI Yue WU Fan

Notes

-The rundown and preparation of the function are subjective to change according to the guest.

Budget

Cash Outflow	
Fish skin (魚皮)	20*100=2000 HKD
Mug (馬克杯)	720 HKD
Glue (膠水)	10*30=300 HKD
Souvenir (紀念品)	100 HKD
Scissors (剪刀)	5*60=300 HKD
Total Cash Outflow	<u>3420 HKD</u>
Cash Inflow	
Members' registration fee (會員報名費)	50*50=2500 HKD
Non-members' registration fee (非會員報名費)	70*10=700 HKD
Walk-ins' registration fee	80*5=400 HKD

(臨時報名費)	
Total Cash Inflow	<u>3600 HKD</u>
Total Cash Flow	<u>180 HKD</u>

6.4.3. Ethnic Minority Lecture

Pic

-ZHANG Xinyu

Vpic

-WU Fan

Objectives

- To analyze the current phenomenon.
- To enhance students' understanding of minority social culture.

Date

-September 22nd (Thursday)

Time

- 19:30-21:30
- *subjective to change

Venue

-LTB

Target Groups

- Students who are interested in society and national culture.

Expected Number of Participants

- 180
 - Registered: 160
 - Walk-in: 20

Registration Fee

- No registration fee

Rundown

- 18:00-19:00
 - WU Fan will be responsible for checking the equipment.
 - XU Jiarui, DU Donghong will be responsible for preparing the desk for check-in.

-18:30-19:00

-SHI Yue will be responsible for leading the professor to the LTB and giving him some snacks and soft drink.

-19:00-19:30

-Check-in.

-DENG Yuqing, ZHANG Ruiyang will be responsible for check-in.

-Members will be strongly recommended to arrive 15 minutes early.

-19:30-19:40

-MC will give a brief introduction of the professor.

-19:40-21:00

-The professor will give the speech.

-21:00-21:30

-Q&A session.

-21:30-21:45

-ZHANG Xinyu will be responsible for delivering the souvenir to the professor and WU Fan will be responsible for taking the photos.

-MC will announce the completion of the lecture and thank the audiences for listening and audiences could leave.

-21:45-22:00

-Other Ex-cos will be responsible for tidying up the LTB.

-22:00-22:30

-ZHANG Xinyu and WU Fan will be responsible for the evaluation.

Preparation

Deadline	Event	Pic(s)
May 20 th	Contact the instructor	ZHANG Xinyu
July 10 th	Confirm the details with the instructor	ZHANG Xinyu
July 30 th	Finish the draft of MC's words	LI Bo
August 24 th	Book the venue	DU Donghong
August 24 th	Apply for HLTH 1010	ZHANG Xinyu
September 15 th	Book the venue for evaluation	DU Donghong
September 20 th	Finish the reminder email	SHI Yue
September 23 rd	Borrow the desk for check-in	DU Donghong

Budget

Cash Outflow	
Easystand (易拉架列印費)	68 HKD
Souvenir (紀念品)	50 HKD
Performance Fee (出場費)	1000 HKD
Total Cash Outflow	<u>1118 HKD</u>
Total Cash Flow	<u>-1118 HKD</u>

6.5. DIY Polymer Clay

Pic

-SHAO Yuqing

Vpic

-WU Fan

Objectives

- To promote traditional Chinese culture and arise students' interests of ceramics.
- To introduce the history of ceramics and the features of different styles of ceramics.
- To introduce and compare polymer clay and dough modeling.
- To help members learn how to make crafts with dough or polymer clay.
- To motivate members' creativity and help them to do their own polymer clay crafts.

Date

-October 18th (Tuesday)

Time

-19:00-21:30

Venue

-Common Room 5&6

Target Groups

-All students who are interested in traditional Chinese culture especially ceramics.

Registration Fee

- Member: 50 HKD
- Non-member: 70 HKD
- No walk-in

Expected Numbers of Participants

-Total: 60

-
- Member: 50
 - Non-member:10

Rundown

-17:00-17:30

- Five Ex-cos will arrive and set up Common Room 5&6. This includes:
 - Two of them will set the stage and prepare the projector, microphone, computer, wires, sound system and the stoves.
 - Three of them will set the chairs and tables as planned, clean the table, and begin to cover the tables with preservative film.

-17:30-18:00

- All Ex-cos will arrive and do the rest preparation work. This includes:
 - Five Ex-cos will continue to finish covering all the tables with preservative film.
 - Two Ex-cos will distribute all the tools and materials, with one set for each table.
 - Other Ex-cos will begin to decorate the workshop area and the stage.

-18:00-18:30

- WU Fan and DU Donghong will be responsible for the final check of the equipment, including the projector, microphone, computer, wires, sound system and the stoves.
- MCs (ZHANG Xinyu and LI Bo) will be responsible for the rehearsal of introduction and pop quiz sections together with PPT and the video.
- Other Ex-cos will continue to finish decorating the workshop area and the stage.

-18:30-19:00

- DENG Yuqing and Zhang Ruiyang will be responsible for check-in.
- WU Fan will play some videos (related to the ceramics and dough modeling).
- Other Ex-cos will lead participants to the seats and remind them to wash their hands.

-19:00-19:20

- MCs (ZHANG Xinyu and LI Bo) will give a warm welcome and announce that there'll be a pop quiz after all the introduction based on what they've said.
- MCs (ZHANG Xinyu and LI Bo) will introduce the history of ceramics, and PPT will show the pictures of different styles of ceramics works.
- MCs (ZHANG Xinyu and LI Bo) will introduce the basic knowledge of dough modeling and polymer clay and the comparison between them.
- MCs (ZHANG Xinyu and LI Bo) will play the interviews of those folk artists.

-19:20-19:25

- MCs (ZHANG Xinyu and LI Bo) will arrange a pop quiz and the answer to all questions are from what MCs have introduced. The winner will be awarded a prize- a dough modeling work or polymer clay work.

-19:25-19:30

- MCs (ZHANG Xinyu and LI Bo) will introduce the method of making polymer clay crafts.
- MCs (ZHANG Xinyu and LI Bo) will announce the time that we begin to collect members' works.
- SHAO Yuqing will demonstrate some of the steps if necessary.
- During the teaching process, both MCs and other Ex-cos will give the participants some reminders.

-19:30-21:00

- Participants will be free to make their own polymer clay crafts.
- Participants will be provided some pictures of finished work and procedures as a reference while the PPT will show the procedure pictures repeatedly.
- WU Fan will take photos.
- Other Ex-cos will be assigned to each table in order to help members if they need.

-21:00-21:20

- Participants will hand in their works to the Ex-cos, and DENG Yuqing and XU Jiarui will help to heat up the clay work with the stoves. When we collect enough works, Ex-cos will heat them together. (The number depends on the size of the stoves and all handiwork.)
- Those who hand in their works early can continue to make second round handiwork with the rest materials.
- During this period, WU Fan will take pictures of the participants.

-21:20-21:30

- MCs (ZHANG Xinyu and LI Bo) will gather all participants and Ex-cos in front of the stage to take photos.

-21:30-22:00

- The function will end at 21:30. Ex-cos will do the cleaning job.

-22:00-22:30

- SHAO Yuqing will arrange the evaluation meeting.

Preparation

Deadline	Event	Pic(s)
February 19th	Do early demonstration and learn how to make the polymer clay crafts	SHAO Yuqing
August 10th	Three Ex-cos go and interview folk artists who make dough modeling and send the videos to SHAO Yuqing	WU Fan
August 22nd	Buy preservative film and the materials Ex-cos will use for demonstration online and bring them to Hong Kong	ZHANG Ruiyang
August 22nd	Scratch the first draft of leaflet	WANG Wenlong
August 22nd	Scratch the first draft of poster	SHAO Yuqing

August 23rd	Scratch the first draft of e-promotion materials(email and WeChat) and reminding email	SHI Yue
August 23rd	Scratch the first draft of Facebook promotion	WU Fan
August 24th	Scratch the first draft of easystand	WANG Wenlong
September 15th	Book venue	DU Donghong
September 15th	Apply for HLTH1010	ZHANG Xinyu
September 24th	Place the order of materials (61 sets), spare materials and prizes online	ZHANG Ruiyang
September 25th	All Ex-cos gather together to learn how to make the polymer clay crafts and demonstrate	SHAO Yuqing
September 26th	Scratch the first draft of MCs' words	ZHANG Xinyu LI Bo
September 28th	Scratch the first draft of floor plan	DU Donghong
September 28th	Scratch the first draft of decoration plan	XU Jiarui ZHANG Ruiyang
September 29th	Scratch the first draft of PPT(including the pop quiz), and search for the related video and background music	WU Fan
September 30th	Finish the second draft of e-promotion materials(email and WeChat)	SHI Yue
September 30th	Finish the second draft of the Facebook promotion	WU Fan
October 1st	Finish the second draft of leaflet	WANG Wenlong
October 1st	Finish the second draft of poster	SHAO Yuqing
October 2nd	Scratch the first draft of interview video	SHAO Yuqing
October 3rd	Finish the second draft of MCs' words	ZHANG Xinyu LI Bo
October 4th	Finish and examine the final draft of leaflet Finish the second draft of easystand	WANG Wenlong
October 4th	Finish and examine the final draft of poster	SHAO Yuqing
October 4th	Finish finding the sponsors for this function	LI Bo
October 4th	Place the order of leaflet and easystand	XU Jiarui
October 5th	Finish and examine the final draft of floor plan	DU Donghong
October 5th	Finish and examine the final draft of decoration plan	XU Jiarui ZHANG Ruiyang
October 6th	Finish and examine the final draft of easystand	WANG Wenlong
October 6th	Finish the second draft of PPT (including the pop quiz)	WU Fan
October 8th	Hold a rehearsal and do some adjustments	SHAO Yuqing

October 9th	Finish the decoration materials according to the decoration plan	All Ex-cos
October 9th	Finish and examine the final draft of interview video and post it	SHAO Yuqing
October 9th	Get all promotion materials including leaflets, and posters	XU Jiarui DU Donghong
October 9th	Finish and examine the final draft of e-promotion materials(email and WeChat) and send or post them	SHI Yue
October 9th	Finish and examine the final draft of Facebook promotion and post it	WU Fan
October 9th	Make counter promotion plan	DENG Yuqing
October 10th -14th	Counter Promotion	All Ex-cos
October 10th	Finish and examine the final draft of MCs' words	ZHANG Xinyu LI Bo
October 13st	Finish the examine the final draft of PPT (including the pop quiz)	WU Fan
October 15th	Borrow all the equipment including the projector, microphones, wires and the stoves	XU Jiarui DU Donghong
October 17th	Send emails to participants as reminder and remind them searching for what they want to make	SHI Yue
October 17th	Make the last confirmation of every preparation	SHAO Yuqing

Budget

Cash Outflow	
Polymer clay and tools*61sets (軟陶材料)	61*38=2318 HKD
Spare materials (空餘材料)	200 HKD
Materials for demonstration (實驗材料)	100 HKD
Preservative film (保鮮膜)	15 HKD
Prize (獎品)	80 HKD
Easystand (易拉架列印費)	68 HKD
Leaflet (宣傳單列印費)	330 HKD
Poster (海報列印費)	30 HKD
Total Cash Outflow	<u>3141 HKD</u>
Cash Inflow	
Members' registration fee (會員報名費)	50*50=2500 HKD
Non-members' registration fee (非會員報名費)	70*10=700 HKD
Total Cash Inflow	<u>3200 HKD</u>
Total Cash Flow	<u>59 HKD</u>

6.6. Subsidiary-Committee Function

6.6.1. Normal Work

Pic

-DENG Yuqing

Vpic

-ZHANG Kaixin

Preparation

Deadline	Event	Pic(s)
September 1 st	Book a classroom (e.g. Room 2502)	DU Donghong
September 1 st	Finish the first draft of slides for the firsts meeting	DENG Yuqing
September 1 st	Finish drafting the schedule for Sub-coms and send it to all Sub-coms	DENG Yuqing
September 3 rd	Arrange the photo taking of Sub-com	DENG Yuqing
September 5 th	Using WeChat to introduce the Sub-coms	SHI Yue
September 15 th	Finish the final draft of slides for the firsts meeting	DENG Yuqing
September 15 th	Finish the slides for the following workshops	XU Jiarui SHAO Yuqing
September 20 th	Prepare the sample of the application form of HLTH1010	ZHANG Xinyu
September 21 st	Hold the first meeting for Ex-cos and all Sub-com function, let Sub-coms discuss and determine the basic content of the function, divide Sub-coms into groups	ZHANG Kaixin DENG Yuqing
September 21 st	Each group's PIC gather the contact information of the Sub-coms.	ZHANG Kaixin LU Yuchen ZHANG Ruiyang

		WANG Wenlong XU Jiarui WU Fan
September 22nd-29th	Each group's PIC organize the workshops and contact with the Sub-coms regularly to offer help.	ZHANG Kaixin WANG Wenlong XU Jiarui
October 2nd - 30th	Attend all meetings held by Sub-coms	All Ex-cos
October 24th (subjective to change)	Participate in the first rehearsal	All Ex-cos
October 24th (subjective to change)	First evaluation meeting	ZHANG Kaixin DENG Yuqing
October 28th (subjective to change)	Participate in the second rehearsal	All Ex-cos
October 28th (subjective to change)	Second evaluation meeting	ZHANG Kaixin DENG Yuqing
October 30th (subjective to change)	Third evaluation meeting and inform Sub-coms of the date and venue of information session	ZHANG Kaixin DENG Yuqing

6.6.2. Three Kingdoms Themed Competition (Backup for Sub-com function)

Pic

-DENG Yuqing

Vpic

-ZHANG Kaixin

Objectives

- To provide students who are interested in Three Kingdoms History an opportunity to learn about and appreciate it.
- To spread Chinese culture through role play of historical characters.
- To deepen the relationships among participants, especially freshmen.

Date

-October 30th (Sunday)

Time

-15:00-18:00

Venue

-LG4 Common Room 1&2

Target Groups

-All students who are interested in Chinese culture, role play and Trading Card Games (TCG)

Registration Fee

-Member: 10 HKD

-Non-member: 20 HKD

-Walk-in: 30 HKD

Expected Number of Participants

-Member: 30

-Non-member: 10

-Walk-in: 5

Rundown

-13:00-14:30

-All the Ex-cos will arrive at LG3 common room to do the set-up, which includes:

-Setting the stage and the projector, computer, wires and sounding system.

-Setting the chairs, tables, and needed tools (e.g. cards, drink) on the table.

-DU Donghong and XU Jiarui will paste the direction notice on the wall.

-14:30-15:00

-All the Ex-cos will decorate the site.

-MCs will be responsible for the rehearsal of the introduction of the history of Three Kingdoms History and KTK-TCG with the help of PPT and projector.

-WU Fan will be responsible for the final check of all equipment (microphone, computer, wires, sounding systems).

-15:00-15:30

- MCs will make an introduction.
- ZHANG Ruiyang and DENG Yuqing will be responsible for check-in.
- WU Fan will take charge of the PowerPoint and the background music.
- Other Ex-cos will lead participants to different tables according to the grouping.

-15:30-17:00

- Participants will play games within each group. The winners(2-3/group) will become the representatives of his/her group.
- 3 Ex-cos will ask Three Kingdoms-related questions in the game to decide the card-drawing.
- Ex-cos will offer help when needed.

-17:00-17:45

- Representatives will have a knowledge contest.
- Participants will be allowed to help their representatives by giving clues.

-17:45-18:00

- Ex-cos will distribute awards and gives to participants.
- Photo session.

-18:00-19:00

- Participants will leave and Ex-cos will do the clean-up.

Preparation

Deadline	Event	Pic(s)
August 28 th	Book the LG4 common room	DU Donghong
September 28 th	Book the classroom for Eva and the counter	DU Donghong
October 4 th	Find sponsors	LI Bo
October 9 th	Finish the first draft of the poster and leaflet	WANG Wenlong
October 9 th	Purchase all the needed materials online	ZHANG Ruiyang
October 16 th	Finish the poster and leaflet	WANG Wenlong
October 16 th	Finish the promotion timetable and the registration form	DENG Yuqing
October 17 th	Send promotion e-mails	SHI Yue

October 17th	Promote through WeChat	SHI Yue
October 17th	Promote through Facebook	WU Fan
October 18th	Finish the first draft of PowerPoint slides	WANG Wenlong
October 18th	Finish the first draft of question cards	DENG Yuqing
October 18th-October 22nd	Promote the function at the counter (all Ex-cos and Sub-coms)	WANG Wenlong
October 23rd	Purchase all the needed materials in Hong Kong	ZHANG Ruiyang
October 23rd	Finish the PowerPoint slides	WANG Wenlong
October 23rd	Finish the question cards	DENG Yuqing
October 23rd	Select the background music	WU Fan
October 23rd	Finish the first version of MC words	LI Bo
October 24th	Organize the first Rehearsal	WANG Wenlong
October 24th	Evaluation meeting	WANG Wenlong
October 27th	Finish the second version of MC words	LI Bo
October 28th	Organize the second Rehearsal	WANG Wenlong
October 28th	Evaluation meeting	WANG Wenlong
October 28th	Send reminder e-mails	Shi Yue
October 29th	Finish the final version of MC words	LI Bo
October 30th	Evaluation meeting	WANG Wenlong

Budget

Cash Outflow	
KTK-TCG (三國殺卡牌)	108.8 HKD
Question card (題卡)	15 HKD
Drink (飲料)	135 HKD
Prize (獎品)	65 HKD
Poster (海報列印費)	68 HKD
Receipt (收據)	20 HKD
Printing Fee (列印費)	30 HKD
Total Cash Outflow	<u>441.8 HKD</u>
Cash Inflow	
Members' registration fee (會員報名費)	10*30 = 300 HKD

Non-members' registration fee (非會員報名費)	20*10 = 200 HKD
Walk-ins' registration fee (臨時報名費)	30*5 = 150 HKD
Total Cash Inflow	<u>650 HKD</u>
Total Cash Flow	<u>208.2 HKD</u>

6.7. Master of Cook

Pic

-SHI Yue

Vpics

-LI Bo

-XU Jiarui

Objectives

- To provide an excellent chance for students to relax mentally and physically.
- To narrow the gap between the students who are from different cultural backgrounds and help them build friendships.
- To attract the students who are proficient in cooking to show their talents.
- To feel the charm of culture diversity through tasting a variety of dishes.
- To enhance our understanding of cooking.

Date

-November 21st (Monday)

Time

-18: 30-21: 30

Venue

-LG7

Target Groups

- All students who are interested in cooking and willing to share with others
- All students who enjoy tasting delicacies

Expected Number of Participants

- 8 teams:
 - Each team has one head chef, one sous chef and two helpers.
- 90 general judges:
 - 70 members
 - 10 non-members
 - 10 walk-ins

Registration Fee

- Member: 50 HKD
- Non-member: 70 HKD
- Walk-in: 80 HKD
- Helper (member): 20 HKD
- Helper (non-member): 40 HKD

Content

1. Promotion

- Invite students to join as cooking teams and guests through the approaches below:
 1. Counter
 2. Email
 3. The Internet (Facebook, CFAS official website and WeChat)
 4. Leaflets, posters and banners
 5. Easystand

2. Regulations and Procedures for the Application

- There should be at least one international and one local team of all the eight teams.
- Each team should be made up of four students, a chef, a sous chef and two helpers.
- No fee will be charged on the chefs.
- All teams should prepare their own cookers.
- All the cookers to be used during the competition should be labeled with names of the teams.
- 250 HKD will be offered for each team as the refund, but any expense higher than this

amount will not be covered by CFAS.

- After ingredients purchased, each team should keep the receipts to prove the purchases. The receipts should be labeled with the team names.
- Each team should complete online registration by providing team information on Google Forms before November 11th.
- Teams are officially qualified for the competition after being informed of via email and phone call.
- Each team will provide its name and slogan (both in English and Chinese, at least in English).
- Each team is required to finish four dishes: two cold dishes and two hot dishes (which include a dish regarding the theme of the exotic style).
- Each team should have names of its dishes, and email to the CFAS before November 11th.
- Teams will be randomly assigned to the sequence of making dishes. Four teams will follow sequence A and the other four will follow sequence B.
- Sequence A: Hot dish 1---Cold dish 1---Hot dish 2---Cold dish 2
- Sequence B: Cold dish 1---Hot dish 1---Cold dish 2---Hot dish 2

3. Voting Mechanism

- All participants (excluding the team members) are the judges for the competition.
- Each participant (excluding the team members) will be given four stickers at the check-in counter.
- In order to ensure the fairness of the competition, every sticker will be marked with number.
- The judges should vote for the team they like after tasting. Four stickers must be given to four different teams.
- The MCs will remind the judges to vote during the competition.

4. Game Flow

(1) Opening Ceremony

- The opening ceremony will start at 18:30 on time.
- MCs present opening words.
- Each team should introduce its team name and dishes name briefly.
- MCs introduce the flow and voting mechanism of the competition.
- MCs will announce the beginning of the competition.

(2) Competition

- After the opening ceremony, there will be an opening game which determines the bonus ingredients of each team. CFAS will prepare eight dishes of raw ingredients, and each team should send a participant to represent the team to join the game. The ingredients provided can be used arbitrarily. Teams will choose the ingredients according to the ranking of the

game.

-Each dish is supposed to be finished within half an hour. Once each dish is finished, the team members should inform the MCs to call on the judges to taste the dish. After tasting the dish, judges could vote for the team they prefer.

-All teams finish.

-A game will be arranged after the second round of refreshment. In the meantime, WANG Wenlong and ZHANG Xinyu will count the stickers of each team. The winning team will gain six stickers, and the team ranked second will gain four stickers, the team ranked third will gain two stickers.

(3) Awards

-One “Gold Award”, one “Silver Award”, one “Copper Award” will be awarded.

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

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

(4) Refreshments

-The refreshment will be served before the competition begins. After judges’ check-in, they could enjoy the refreshments freely.

-The second round of refreshment will be provided when most teams finish.

-The refreshment may include French fries, pizzas, dessert accompanied with kinds of soft drinks. And the disposable dishware will be provided for each judge.

Rundown

-14:00-16:30

-Ex-cos will gather at LG7 restaurant:

-XU Jiarui will be in charge of setting stage and counter and supervising others rearranging tables and chairs.

-DU Donghong will be in charge of fuse-links and electricity circuit to ensure the stability of electricity supply.

-DU Donghong and LI Bo will be in charge of preparing the materials of games, raw ingredients, tableware, dishes, rubbish bags, ovens and first-aid box.

-WU Fan will be in charge of preparing the microphone, the computer, the projector, PPT, wires and sounding devices.

-LI Bo and WU Dake will be in charge of sticking the directing stickers on the door of LG7 and the ground.

-DENG Yuqing and ZHANG Ruiyang will be in charge of setting up the check-in counter and preparing receipts, stickers, registration lists, the safe box and changes.

-SHAO Yuqing and WANG Wenlong will be in charge of placing decorations and the name cards on the voting boards.

-16:30-17:30

-All the Ex-cos will go to LG7 and check the details including preparing the rubbish bags, arranging the cookers and voting boards.

-Ex-cos will decorate the competition area. SHI Yue will check the tasks in the last timeslot. XU Jiarui and DU Donghong will be in charge of sticking the wires onto the ground in case of safety problems and checking the circumstances of the electricity supply. And the teams could check in to do some preparations.

-MCs will finally check the electronic devices and PPT with WU Fan.

-The food of the refreshment zone will be delivered. LU Yuchen will be in charge of it.

-17:30-18:00

-WU Fan will display the PPT, play the background music and be in charge of photographing.

-SHI Yue, SHAO Yuqing and ZHANG Xinyu will be in charge of setting tables with bonus ingredients.

-LU Yuchen and XU Jiarui will be in charge of setting the first round of refreshments on the tables.

-18:00-18:30

-Judges could start check-in, DENG Yuqing and LU Yuchen will be responsible for judges' check-in. ZHANG Ruiyang is responsible for charging the walk-in judges. WANG Wenlong and DU Donghong will distribute a set of dishware to each judge at the same time.

-18:30-18:45

-MCs (ZHANG Kaixin for Chinese and LI Bo for English) will host the opening ceremony. Each team should introduce its name and dishes names briefly. Then the opening game begins, each team will be accompanied by an Ex-co to maintain the order of the game.

-MCs will announce the ranking and the teams start to pick up the bonus ingredients. The game will officially start.

-18:50-21:00

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

-MCs will pay attention to the progress of the competition and interview the participants randomly to keep the atmosphere active.

-Once the team finish the dish, the MCs will lead the judges to their counters to taste the dishes and remind the judges to vote.

-WANG Wenlong and ZHANG Xinyu will sum up the quantity of each team's stickers and determine the ranking.

-DU Donghong will be in charge of the second round of refreshment.

-MCs will host the game, and each team will be accompanied by an Ex-co during the game.

-After the game, the MCs will deliver the bonus stickers to the winner of the game.

-21:10-21:30

-MCs will announce the final winner and present the awards to the winning teams. WU Dake will be responsible for awarding.

-MCs will gather all the participants to take a photo together at the end of the competition.

-21:30-22:30

-All the Ex-cos will do the cleaning work.

-Return the borrowed equipment, and arrange the LG7 restaurant in order.

-22:30-23:00

-Summary and reflection of the function will be organized by SHI Yue.

Preparation

Deadline	Event	Pic(s)
October 2nd	Brainstorm 8 different bonus ingredients	All Ex-cos
October 2nd	Scratch the first draft of the leaflet, easystand and poster	WANG Wenlong SHAO Yuqing
October 2nd	Negotiate with LG7 (Golden Rice Bowl) to reserve the venue for the competition	DU Donghong
October 3rd	Design the field layout	SHI Yue
October 7th	Prepare the shopping list (for materials that should be bought in Mainland and Hong Kong)	XU Jiarui DU Donghong SHI Yue
October 10th	Scratch the first draft of certificates and stickers	WANG Wenlong SHAO Yuqing
October 14th	Design the online registration forms	SHI Yue

October 14th	Start purchasing materials that should be bought in Mainland China	ZHANG Ruiyang
October 15th	Scratch the second draft of the leaflet, easystand and poster	WANG Wenlong SHAO Yuqing
October 15th	Finish purchasing the materials (certificates and awards) that should be bought in Mainland China	ZHANG Ruiyang
October 16th	Prepare the first draft of the Internet promotion materials (Including WeChat, Facebook emails and CFAS website)	WU Fan SHI Yue
October 17th	Scratch the second draft of certificates and stickers	WANG Wenlong SHAO Yuqing
October 17th	Print stickers online	XU Jiarui
October 18th	Finish the form to collect information of competitors and print it out	DENG Yuqing
October 18th	Apply for HLTH1010 and other funds	ZHANG Xinyu
October 18th	Book the venue	DU Donghong
October 19th	Prepare the second draft of the Internet promotion materials (Including WeChat, Facebook, emails and CFAS website)	WU Fan SHI Yue
October 20th	Prepare the first draft of the MC's words (Chinese and English)	ZHANG Kaixin LI Bo
October 22nd	Based on the sponsors, draft the list for refreshment	LI Bo ZHANG Ruiyang
October 22nd	Find Sponsors for refreshment and other materials	LI Bo
October 22nd	Finish the design of certificates and stickers	WANG Wenlong
October 23rd	Finish the design of the Internet promotion materials (Including WeChat, Facebook and CFAS website)	WU Fan SHI Yue
October 27th	Prepare the timetable for sitting the counter and print it out	DENG Yuqing
October 30th	Scratch the final version of the leaflet , easystand and poster	WANG Wenlong SHAO Yuqing
November 1st	Print the leaflet, easystand and poster	XU Jiarui
November 2nd	Get the posters	XU Jiarui
November 4th	The Internet promotion materials (Including WeChat, Facebook, emails and CFAS website) should be examined carefully again and then be sent or posted	WU Fan SHI Yue

November 5th	Finish purchasing the materials that should be bought in Hong Kong	ZHANG Ruiyang
November 5th	Get the leaflet and easystand	XU Jiarui
November 6th	The promotion email should be examined carefully again and then be sent	SHI Yue
November 6th	Brainstorm the games	All Ex-cos
November 6th	Rehearse the event in a common room and hold the reflection	SHI Yue
November 7th-11th	Sit counter and promote	All Ex-cos
November 7th	Scratch the first draft of the PPT and list the background music choices	WU Fan
November 10th	Finish MC's words (Chinese and English)	ZHANG Kaixin LI Bo
November 11th	Find and negotiate with the manager or technicians of LG7 and ensure another cable will be installed so that the electricity supply is stable (Including wires, projector, sound system, PPT and microphone)	XU Jiarui DU Donghong
November 11th	Confirm the information of the teams	DENG Yuqing
November 13th	Finish the PPT	WU Fan
November 18th	Rehearse the event in a common room and hold the reflection	SHI Yue
November 19th	Remind all the teams to prepare for the competition by sending email or calling	SHI Yue LI Bo XU Jiarui
November 20th	Prepare for the first-aid kit	LU Yuchen
November 20th	Remind all the teams to bring their materials by sending email or calling	SHI Yue LI Bo XU Jiarui
November 20th	Send the reminding email to participants (Including judges and competitors)	SHI Yue
November 21st	Evaluation	All Ex-cos

Materials Needed

Item	Purpose	Quantity
Table (桌子)	Provide space for cooking and refreshments	20 (8 teams * 2 4 for refreshments)
Chairs (椅子)	For judges and cooking team	80

Pots (電磁爐)	Each team should have a pot	4
Projector (放映機)	To play the introducing PPT	1
Microphone (麥克風)	For MCs to host the competition	2
Knife (刀)	For cooking	4
Disposable tableware (一次性餐具)	For judges to enjoy the dished	90
Voting Board (投票板)	For judges to stick the stickers	8
Refreshment (點心)	Additional food for judges	The amount of 100 people
Plate (餐盤)	For cooking team	35
Sounding Device (音響)	Play the background music	1
First-aid Kit(醫藥箱)	In case of the accident	1
Directing Sticker (引路標識)	Lead members to the competition area	5

Budget

Cash Outflow	
Poster (海報列印費)	70 HKD
Easystand (易拉架列印費)	68 HKD
Leaflet (宣傳單列印費)	330 HKD
Decoration material (裝飾用品)	120 HKD
Refund (退款)	2000 HKD
Bonus ingredient (獎勵食材)	150 HKD
Extra food (食物)	2300 HKD
Award (獎品)	800 HKD
Disposable table-ware (一次性餐具)	80 HKD
Sticker (貼紙)	30 HKD
Certificate (證書)	25 HKD
Napkin (餐巾紙)	30 HKD
Application form (申請表)	8 HKD
Total Cash Outflow	<u>6011 HKD</u>
Cash Inflow	
Members' registration fee (judge) (會員評審報名費)	50*70=3500 HKD

Non-members registration fee (judge) (非會員評審報名費)	10*70=700 HKD
Walk-ins' registration fee (judge) (臨時評審報名費)	10*80=800 HKD
Helpers' registration fee (助手報名費)	16*20=320 HKD
Total Cash Inflow	<u>5320 HKD</u>
Total Cash Flow	<u>-691 HKD</u>

7. Regular Activity (Purchasing Agent for You)

Pic

-ZHANG Ruiyang

Vpics

-ZHANG Kaixin

-DU Donghong

Objectives

-To purchase delicious food rare in HK market for all HKUST students.

-To offer inexpensive goods to satisfy CFAS members and other students.

Date

-September 7th-9th

-October 17th-19th

Venue

-CFAS counters

Targeted Groups

-HKUST students who are interested in the food we offer.

Promotion

-Easystand

Content

For session from September 7th to September 9th:

- Before the purchase
 - Provide a few kinds of mooncakes for the purchasing service and inform members of this activity.
- On September 7th-9th
 - We will put our counter on campus and those who wish to purchase mooncakes through us can register at our counter. The buyers are free to choose the quantity they wish to buy. They should pay the fee, fill in the form at the counter and get the receipt.
- On September 14th-15th
 - Ex-cos of CFAS will buy certain amount of mooncakes for members in Hong Kong, Shenzhen or via Taobao.
 - Counters will be put up again to deliver the mooncakes. The participants of this activity should fetch the food with their student ID.

For session from October 17th to October 19th:

- Before the purchase
 - Brainstorm a few kinds of traditional food for the purchasing service and hold a vote online. Inform all CFAS members of this activity after voting.
- On October 17th-19th
 - We will put our counter on campus and those who wish to purchase the traditional food through us can register at our counter. The buyers are free to choose the quantity they wish to buy. They should pay the fee, fill in the form at the counter and get the receipt.
- On October 27th-28th
 - Ex-cos of CFAS will buy a certain amount of food for members in Shenzhen or via Taobao.
 - Counters will be put up again to deliver the food. The participants of this activity should fetch the food with their student ID.

Preparation

Deadline	Event	Pic(s)
August 10 th	Brainstorm for nominated kinds	All CFAS Ex-cos

	of mooncakes	
August 20th	Decide a few kinds of mooncakes and make purchase plan	ZHANG Ruiyang
September 3rd	Design the registration form on Google Form	ZHANG Ruiyang
September 3th	Prepare sit-counter timetable	DENG Yuqing
September 4th	Design Counter	Same as O' Week
	Set Counter	Same as O' Week
September 6th	Promote the activity via WeChat and Facebook	SHI Yue WU Fan
September 7th-9th	Registration and charge fees	The one who sits counter
September 10th -16th	Make purchasing plan and conduct	ZHANG Ruiyang
	Make storage and distribution plan then conduct	XU Jiarui DU Donghong
	Prepare sit-counter timetable	SHI Yue
	Design counter	Same as O' Week
	Set counter	Same as O' Week
September 20th	Brainstorm for nominated food	All CFAS Ex-cos
October 2nd	Send emails to all CFAS members to vote for the winning food	SHI Yue
October 5th	Inform the members of the result of the voting	SHI Yue
October 6th	Design the registration form on Google Form	ZHANG Ruiyang
October 8th	Design Counter	Same as the simultaneous activity
October 8th	Set Counter	Same as the simultaneous activity
October 10th	Prepare sit-counter timetable	DENG Yuqing
October 16th	Promote the activity via WeChat and Facebook	SHI Yue
October 17th-19th	Registration and charge fees	The one who sits counter
October 20th -26th	Make purchasing plan and	ZHANG Ruiyang

	conduct it	
	Make storage and distribution plan then conduct	XU Jiarui DU Donghong
	Prepare sit-counter timetable	SHI Yue
	Design counter	Same as the simultaneous activity
	Set counter	Same as the simultaneous activity

Budget

Cash outflow	
Easystand (易拉架列印費)	68 HKD
Food (食品)	6000 HKD
Receipt (收據)	100 HKD
Shipping Cost (運費)	200 HKD
Total Cash Outflow	<u>6300 HKD</u>
Cash Inflow	
Sales Revenue (賣出收益)	6470 HKD
Total Cash Inflow	<u>6470 HKD</u>
Total Cash Flow	<u>170 HKD</u>

8. Promotion and Recruitment

8.1. Sub-com Recruitment

Pic

-WU Dake

Date of Interviews

-August 29th -30th

Time

-9:00-18:00

Venue

-LG5 Conference Room

Content

- Promotion during the summer vacation through attending the information session held by MSSSUG, in which CFAS brochures will be given out and an Ex-co will introduce CFAS in the session through a speech with a PowerPoint and a video.
- Promotion during the summer vacation through collecting email list of freshmen and sending promotion email to them.
- Promotion during the Peer Mentor Program period by Ex-cos acting as mentors.
- Distribution of folders, leaflets, brochures together with access to the application form after the Peer Mentor Program.
- Interviews.
- Selecting 28 sub-coms by interviews.

Notes

-If MSSSUG is not in charge of the mainland orientation this year, the content will be determined accordingly later.

Preparation

Date	Event	Pic(s)
Spring Semester in 2015-16	Attending meetings with MSSSUG and decide the promotion plan during PMP	WU Dake LU Yuchen ZHANG Kaixin
April 29th	Finish the video plan	SHAO Yuqing WANG Wenlong
May 1st – 31st	Shoot the needed materials according to the video plan	WU Fan
May 15th	Finish the first draft of the brochure	WANG Wenlong SHAO Yuqing
May 18th	Finish the second draft of the brochure	WANG Wenlong SHAO Yuqing
May 22th	Finish the final version of the brochure	WANG Wenlong SHAO Yuqing
May 24th	Finish the video plan	SHAO Yuqing WANG Wenlong
May 27th	Print and distribute needed materials to Ex-cos	DU Donghong XU Jiarui
May 26th	Arrange the Ex-cos to attend all the freshmen information sessions provided by MSSSUG	WU Dake
May 27th	Prepare the brochures, and other materials,	All Ex-cos

	if any, to be given out in the freshmen information sessions	
June 10th	Finish the first draft introduction to be included in the brochure of MSSSUG, if necessary	LU Yuchen
June 10th	Finish the first draft of the video	SHAO Yuqing WANG Wenlong
June 17th	Finish the final version of introduction to be included in the brochure of MSSSUG, if necessary	LU Yuchen
June 17th	Finish the second draft of the video	SHAO Yuqing WANG Wenlong
June 18th	Book the LG5 Conference Room	XU Jiarui
June 18th	Finish the draft of email for introduction	SHI Yue
June 24th	Finish the final version of the video	SHAO Yuqing WANG Wenlong
July 1st	Find sponsors	LI Bo
July 5th	Finish the final version of email for introduction	SHI Yue
August 4th	Book the venue for the first meeting of Sub-coms	XU Jiarui
August 7th	Brainstorm the souvenirs to be given out to potential candidates	All Ex-cos
August 14th	Purchase souvenirs online	ZHANG Ruiyang
August 14th	Decide the questions used in interviews and application form	All Ex-cos
August 14th	Finish the final version of emails	SHI Yue
August 14th	Finish the draft of email for informing interviews	SHI Yue
August 17th	Decide the final set of questions	WU Dake
August 20th	Prepare all the materials used for distribution	DU Donghong XU Jiarui
August 23rd	Hold a rehearsal	WU Dake
August 23rd	Finish the design of application form	DENG Yuqing
August 24th	Send emails to all the freshmen	SHI Yue
August 24th	Print the application form	DU Donghong
August 24th	Finish the nameplates of all Ex-cos	LU Yuchen
August 24th	Pack up all the items in the folder	XU Jiarui DU Donghong
August 25th	Find helpers to welcome interviewers outside the venue and collect information	All Ex-cos
August 25th	Build the online system to collect the information from the application form	WU Fan

August 26 th	Finish the first draft of PPT for the first meeting of Sub-coms	DENG Yuqing
August 26 th	Finish the first draft of WeChat promotion	SHI Yue
August 28 th	Finish the final version of WeChat promotion	SHI Yue
August 28 th	Distribute leaflets, application forms, society folders, and, the modified brochures, if needed	All Ex-cos
August 28 th	Send the application form to all the freshmen through WeChat, email and any other available media	All Ex-cos
August 28 th	Send email to all the freshmen who fill the application form	SHI Yue
August 28 th	Print and stick the guidepost in the campus	XU Jiarui DU Donghong
August 28 th	Contact the candidates to confirm the date and time of interviews	All Ex-cos
August 29 th	Finish the final version of PPT for the first meeting of Sub-coms	DENG Yuqing
August 30 th	Decide the recruited candidate and inform them at once	SHI Yue
August 31 st	Contact the candidates, if any, in the waiting list	ZHANG Xinyu
August 31 st	Send notification emails of the interview results and first meeting arrangement	SHI Yue
September 2 nd	Hold the meeting of Sub-coms	WU Dake

Budget

Cash Outflow	
Brochure (手冊)	480 HKD
Souvenirs(社團紀念品)	375 HKD
Application Forms (申請表列印費)	30 HKD
Nameplate (名牌)	5 HKD
Guidepost (路標)	6 HKD
Total Cash Outflow	<u>896 HKD</u>
Total Cash Flow	<u>-896 HKD</u>

8.2. Orientation Week

Pic

-WU Dake

Objectives

- To introduce Chinese Folk Art Society and the 12th Ex-cos, especially to the freshmen.
- To recruit new members to expand the number of member of the society.
- To promote three upcoming functions in the CFAS week.
- To enlarge the influence of Chinese Folk Art Society.

Date

-September 5th -9th, September 12th -16th

Time

-9:00-18:00

Venue

-CFAS Counter, Atrium

Expected Number of New Members

- 175 full members
 - 125 mainland students
 - 40 local students
 - 10 international students
- 15 one-year members
- 5 two-year members
- 15 exchange members

Registration Fee

- Full member: 160 HKD
- One-year member: 60 HKD
- Two-year member: 100 HKD
- Exchange member: 50 HKD

Content

- Recruit new members.
- Distribute different kinds of packages to new members according their period of validity.

-
- Promote the three upcoming functions in the CFAS week.
 - Give out designed society paper and society folders and sell society T-shirts and society souvenirs.

Preparation

Preparation

Deadline	Event	Pic(s)
May 6th	Finish the first draft of the society paper and the society folder	SHAO Yuqing WANG Wenlong
May 13th	Finish the second draft of the society paper and society folder	SHAO Yuqing WANG Wenlong
May 20th	Finish the final version of the society paper and society folder	SHAO Yuqing WANG Wenlong
May 20th	Print the society paper and the society folder	DU Donghong XU Jiarui
July 11th	Finish the first draft of the society T-shirt	SHAO Yuqing WANG Wenlong
July 15th	Decide the gifts to be included in the package	All Ex-cos
July 18th	Finish the second draft of the society T-shirt	SHAO Yuqing WANG Wenlong
July 25th	Finish the final version of the society T-shirt	SHAO Yuqing WANG Wenlong
July 25th	Purchase the society T-shirt online	ZHANG Ruiyang
August 19th	Confirm all the purchased material	XU Jiarui DU Donghong
August 22nd	Find the sponsors	LI Bo
August 24th	Finish the final version of poster, leaflet and easystand	WANG Wenlong SHAO Yuqing
August 31st	Confirm the sponsors	LI Bo
September 2nd	Get the promised support from the sponsors	LI Bo
September 3rd	Print and put up the posters	DU Donghong XU Jiarui

September 3rd	Finish the promotion timetable for all Ex-cos and Sub-coms	DENG Yuqing
September 3rd	Prepare the package	All Ex-cos
September 17th	Hold the evaluation meeting for all Ex-cos and Sub-coms	WU Dake

Budget

Cash Outflow	
Society Paper (社團作業紙)	750 HKD
Society T-shirt (社團衫)	4000 HKD
Society Folder (社團資料夾)	1000 HKD
Receipts (收據)	50 HKD
Total Cash Outflow	<u>5800 HKD</u>
Cash Inflow	
Full Membership Fee (全年會員費)	175*160=28000 HKD
One-year Membership Fee (一年會員費)	10*60=600 HKD
Two-year Membership Fee (二年會員費)	5*100=500 HKD
Exchange Membership Fee (交換生會員費)	15*50=750 HKD
Revenue from Society T-shirt (社團衫收入)	1360 HKD
Revenue from Society Paper(社團作業紙收入)	1000 HKD
Total Cash Inflow	<u>32210 HKD</u>
Total Cash Flow	<u>26410 HKD</u>

9. Information session

Pic

-WU Dake

Objectives

- To gather all the students who are interested in running CFAS during session 2017-2018 as the 13th executive committee.
- To provide information to them about CFAS and help them understand the structure and objective of CFAS better.
- To share our experience and gain from running CFAS and help them to learn more about the meaning and responsibility of running a society.

-
- To help them with the preparation of management of the next session of CFAS during winter break.
 - To briefly introduce the process of promotion period and the election procedure.

Date

-November 13th (Sunday)

Time

-19: 00-21: 00

Venue

-LG5 Conference Room

Target Groups

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

Notes

-An introducing manual will be designed, in which there will be selected photos of each function we have held in the previous year, except the last function and the personal reflection of each Ex-co about the experience of running the society. It can help participants understand more about CFAS and running CFAS.

-In order to attract more Sub-coms to attend the information session, we will make a video to review the days we spend with them since they are recruited and will play the video after the evaluation of the Sub-com function.

Rundown

-17: 50-18: 20

-DU Donghong will be in charge of sticking the guideposts.

-18: 20-18: 50

-Ex-cos will arrive.

-Ex-cos will run the process briefly with slides played in the charge of WU Dake.

-WU Fan will test whether the projector, the sounding system and microphones are operable.

-18: 50-19: 00

-Participants will arrive and be seated.

-SHI Yue and SHAO Yuqing will give out manuals to each participant.

-19: 00-20: 30

-Information Session will begin and process as planned.

-WU Dake will introduce the society, the cabinet, and the election.

-All Ex-cos will introduce the responsibilities and daily routines of their posts.

-20: 30-20: 45

-A Q&A session will be held and participants with questions can ask the corresponding Ex-cos.

-20:45-20:55

-WU Dake will announce the end of the Information Session.

-Participants who still have questions can stay and communicate with Ex-cos face to face.

-20: 55-21: 00

-Participants will leave and Ex-cos do the clean-up.

Preparation

Date	Event	Pic(s)
October 9 th	Collect the words each Ex-co would like to put onto the manual	DENG Yuqing
October 9 th	Discuss and confirm the plan of the video	WU Dake DENG Yuqing
October 11 th	Design the first version of the manual	SHAO Yuqing WANG Wenlong
October 11 th	Finish the materials and speech words in the slides	All- Ex-cos
October 18 th	Complete the second version of the manual	SHAO Yuqing WANG Wenlong
October 18 th	Draft the first version of the slides	WU Dake
October 22 nd	Finish the shoot of the video	WU Fan
October 22 nd	Finish the final version of the manual	SHAO Yuqing WANG Wenlong
October 23 rd	Place the order of printing manuals	XU Jiarui
October 23 rd	Book the venue.	XU Jiarui
October 25 th	Draft the first version of the poster	SHAO Yuqing WANG Wenlong
October 25 th	Finish the final version of the slides	WU Dake
October 29 th	Finish the first draft of the video	WU Dake DENG Yuqing
November 1 st	Finish the final version of the poster	SHAO Yuqing WANG Wenlong
November 1 st	Draft the first version of the promotion email and the reminder	SHI Yue

November 6th	Finish the final version of the video	WU Dake DENG Yuqing
November 8th	Finish the final version of the promotion email and the reminder	SHAO Yuqing WANG Wenlong
November 11th	Send the promotion email	SHI Yue
November 11th	Print and put up the posters	DU Donghong XU Jiarui
November 11th	Hold the rehearsal	WU Dake
November 12th	Send the reminder email	SHI Yue
November 13th	Print and put up the guidepost	DU Donghong XU Jiarui
November 13th	Print guideposts and stick them	DU Donghong XU Jiarui

Budget

Cash Outflow	
Poster (海報列印費)	8 HKD
Manual (手冊)	30 HKD
Guideposts (路標)	2 HKD
Total Cash Outflow	<u>40 HKD</u>
Total Cash Flow	<u>-40 HKD</u>

10. Welfare Distribution

Pic

-ZHANG Ruiyang

Objectives

- To offer members of Chinese Folk Art Society gifts and welfare.
- To promote CFAS and attract more student to become our members.

Date

-November 28th

Time

-9:00-18:00

Venue

-CFAS counter (preferably at Atrium)

Target

-All the full members of CFAS

Promotion

-Easystand

Preparation

Deadline	Event	Pic(s)
October 1 st	Brainstorm possible gifts via email	All Ex-cos and Sub-cos
	Start looking for sponsored gifts and bring them to HKUST	LI Bo
October 3 rd	Deadline for replying the brainstorm email	All Ex-cos and Sub-cos
October 4 rd	Choose online gifts	ZHANG Ruiyang
	Make gifts distribution plan	ZHANG Ruiyang
November 1 st	Book counter	XU Jiarui
	Design counter (preferably at Atrium)	SHAO Yuqing
	Design timetable of sit counter	SHI Yue
	Design plan for transportation and storage	DU Donghong
	Design name list	SHI Yue
	Buy gifts online	ZHANG Ruiyang
November 21 st	Send Email draft to all Ex-cos	WU Fan
November 23 rd	Send Emails to members	WU Fan
November 25 th	Promote on WeChat and Facebook	WU Fan
November 27 th	Finish preparing and packing all the gifts	All Ex-cos
November 28 th	Check whether the person is a member of CFAS and distribute gifts	The ones who are sitting counter

Budget

Cash Outflow	
Easystand (易拉架列印費)	68 HKD
Gift (禮品)	300*40=12000 HKD
Shipping Cost (運費)	2000 HKD
Total Cash Outflow	<u>14068 HKD</u>

Total Cash Flow	<u>-14068 HKD</u>
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11. Total Budget

Due to uncertainty of expense, the total budget cannot be calculated and confirmed precisely. And the total budget of session 2016-2017 can be found on the annual budget at the end of this year.

12. Handover

The Executive Committee should finish all its work before the session ends, and prepare for the AGM and handover issues. Also, the performance of the nominated cabinet should be carefully observed and evaluated during the whole period of its functioning, especially the promotion period. The Executive Committee should spare no efforts to help the nominated cabinet during its growth and perfection. The handover should be finished in early March.