

# **Year Plan**

Chinese Folk Art Society, HKUSTSU

Session 2018-2019

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## **1. Introduction**

Chinese Folk Art Society (CFAS) is a society that is founded by mainland students in Hong Kong University of Science and Technology. It aims at promoting traditional Chinese culture and increasing the awareness of original Chinese folk art through hosting various distinguishable events. Chinese Folk Art Society also serves as a cultural link bridge between students from different backgrounds where they can meet and share unique perspectives. Through the activities and development, Chinese Folk Art Society has become increasingly influential among student societies, which makes it a good representative for its members.

## **2. Mission**

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

The mission of Chinese Folk Art Society is to serve the best interest of its members and to effectively spread the influence of Chinese culture in HKUST. This year, the 14<sup>th</sup> executive committee puts its main focus on “breakthrough”. The executive committee will continue to preserve the valuable traditional culture and to serve the members. In addition, the 14<sup>th</sup> executive committee wishes to add new insights when raising the activities to provide the members novel sensations. The 14<sup>th</sup> executive committee will also be devoted to expanding the society’s influence and to increasing the member benefits.

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

Through hosting activities that are related to the Chinese culture, Chinese Folk Art Society strives to increase mainland students’ sense of belonging and familiarity. We tend to provide the mainland students a social platform where they could meet new friends and a home-like experience. Through attending the activities hosted by Chinese Folk Art Society, the mainland students will definitely find making new friends and adapting to life in Hong Kong much easier.

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

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

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

To best promote the Chinese culture and to increase the diversity of student members, the 14th executive members will try to ensure the accessibility of every function to international participants. In addition, international students are generally interested in our functions, which is a great way to experience a new culture and to meet different students.

## **3. Executive Committee**

### **3.1. Responsibility**

It is the obligation of the 14<sup>th</sup> Executive Committee to develop Chinese Folk Art Society and to represent the members. Each member of the Executive Committee will be dedicated to ensuring the interests of the members and the society.

3.2. Positions

The 14<sup>th</sup> Executive Committee of Chinese Folk Art Society consists of thirteen students who were admitted to HKUST in fall, 2017.

Position	Name
President	GAO Xin 高莘
Internal Vice-President	MA Xueke 馬雪珂
External Vice-President	CHAN Tsz Ho 陳梓豪
Internal Secretary	CAO Jiaming 曹家銘
External Secretary	CAO Liang 曹亮
Financial Secretary	LIU Ziao 劉子奧
Marketing Secretary	FANG Xingmian 方星棉
General Secretary	LEI Yi 雷禕
	HU Qian 胡謙
Promotion Secretary	LIN Chen 林晨
	TSE Mang Kwan 謝孟君
IT Secretary	ZHUANG Xiang 莊翔
Public Relation Secretary	MU Yiteng 穆藝騰

## **4. Promotion and Communication**

### **4.1. Promotion**

Promotion is the means to introduce any upcoming activities and to promote the society itself. Thus, promotion is very vital for the 14<sup>th</sup> executive committee to maintain and to improve. It is also the way to recruit new members to join the society.

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

#### **4.1.1. COUNTER**

A counter with the society logo will be set for any functions that needs registration.

#### **4.1.2. POSTERS, LEAFLETS, EASY-STANDS AND BANNERS**

The promotion secretary will be responsible for designing the posters, leaflets, easy-stands, and banners, while the general secretary will be responsible for printing them. These promotion materials will contain the basic and promotion information for a function.

#### **4.1.3. VIDEOS**

The video is a great means of promotion when being posted on social media. The promotion secretary will do the overall design for the videos, while the IT secretary will be responsible for the technical issues.

## **4.2. Communication with Members**

It is critical for a society to maintain regular communication with its members. Chinese Folk Art Society could reach its members through the following means:

### **4.2.1. EMAIL**

All emails sent from the official email address of the CFAS shall be written by the Internal Secretary, proofread and approved of by all members of the Executive Committee. The emails usually serve as notices or reminders of the upcoming events.

### **4.2.2. WECHAT PUBLIC PLATFORM**

The Public Relation Secretary will run and improve the WeChat public platform of CFAS. Besides email, the public platform is also a means to communicate with members.

### **4.2.3. FACEBOOK**

The Public Relation Secretary will run and improve Facebook page of CFAS. The Facebook page will firstly serve as a platform for posting photographs and information of past activities, as well as giving advance information of the upcoming events.

### **4.2.4. THE OFFICIAL WEBSITE OF CFAS**

The official website of CFAS is to be run and improved by the IT Secretary. It will contain official documents and lookbacks of the past activities.

5. Fund

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

6. Activity

Activity		Time	Venue	PIC and VPICs
Inauguration Ceremony		March 27 <sup>th</sup> 19:15-21:35	LT-B	GAO Xin CHAN Tsz Ho MA Xueke
Lost Tombs		April 22 <sup>nd</sup> 10:30-12:30 14:00-17:00 19:00-21:00	Common Room 1+2+3	CAO Liang CAO Jiaming HU Qian
Into the Southwest		May 31 <sup>st</sup> -June 7 <sup>th</sup>	Yunnan	FANG Xingmian LIU Ziao MA Xueke
CFAS Week	Dough Sculpture Workshop	September 18 <sup>th</sup> 18:00-20:30	Room 2465 (TBC)	LEI Yi CAO Liang GAO Xin
	The Last One Standing	September 21 <sup>st</sup> 19:00-21:30	LT-D (TBC)	CHAN Tsz Ho MA Xueke ZHUANG Xiang



	<b>Trip to Cheung Chau</b>	September 23 <sup>rd</sup> 9:20-16:00	Cheung Chau	<b>CAO Jiaming</b> FANG Xingmian HU Qian
<b>Chinese Folding Fan Workshop</b>		October 18 <sup>th</sup> 19:00-21:00	Room 2404 (TBC)	<b>HU Qian</b> CAO Liang LEI Yi
<b>DIY Peking Opera Mask</b>		November 3 <sup>rd</sup> 15:00-18:00	Common Room 3	<b>MU Yiteng</b> CAO Jiaming CHAN Tsz Ho
<b>Who is the next top chef?</b>		November 15 <sup>th</sup> 18:30-21:30	LG7 Golden Rice Bowl	<b>MA Xueke</b> MU Yiteng ZHUANG Xiang

## **6.1. Inauguration Ceremony 就職典禮**

### **PIC**

-GAO Xin

### **VPIC**

-CHAN Tsz Ho

-MA Xueke

### **Objectives**

- To perform the handover of the Executive Committee formally
- To present the 14<sup>th</sup> cabinet of Chinese Folk Art Society to the guests and the Executive Committee members of other societies
- To show the spirit and to enlarge the influence of Chinese Folk Art Society
- To establish a strong and positive relation between the Executive Committee of Chinese Folk Art Society and those of other societies

### **Date**

-March 27<sup>th</sup> (Tue.)

### **Time**

-19:15-21:35

### **Venue**

-LT-B

### **Target Groups**

- Guests
- Executive Committee members of other societies

### **Expected Number of Participants**

- Guests (including staff and professors in HKUST and personnel outside of HKUST): 15
- Member representatives: 15
- The 13<sup>th</sup> Executive Committee of Chinese Folk Art Society: 13
- The Executive Committee members from other societies: 90
- Helpers: 11
- MCs: 2

## **Notes**

- All participants, including helpers and MCs, are required to wear formal suits.
- There will be one MC for Mandarin and one for English (Both will be from outside of the society).
- The society will take care of the food safety.
- The guests should be from different backgrounds to maximize the influence of the ceremony.

## **Rundown**

-15:30-15:40

- The Executive Committee will arrive at the venue.

-15:40-19:15

- HU Qian will hang up the banner and set up the easy-stand.
- CAO Jiaming and LIU Ziao will set up the check-in counter for all the arrivals.
- ZHUANG Xiang and HU Qian will check the equipment in the venue, including the microphones and the projector.
- TSE Mang Kwan will paste the seat numbers on the seats according to the plan.
- FANG Xingmian will check the drinks and refreshment.
- GAO Xin and MA Xueke will be responsible for repeating the process with the helpers and MCs.
- The rest of the Executive Committee will prepare the packages and the souvenirs from Chinese Folk Art Society.

-19:15-20:00

- All participants are expected to arrive at the check-in counter and will be given nameplates and packages. Packages will be given to each individual, while souvenirs will be given to each society as a whole.
- All members of the 14<sup>th</sup> Executive Committee will socialize with guests and the Executive Committee members from other societies, while having drinks and giving out name cards.
- One helper will be responsible for taking photos in this time period.

-20:00-20:10

- The MCs will announce the beginning of the ceremony and invite everyone inside.
- Two helpers will stay at the check-in counter, in preparation for any latecomers.

-20:10-20:20

- The MCs will ask the audience to stand up and invite the guests to enter the venue.
- The MCs will ask the 14<sup>th</sup> Executive Committee to enter the venue.

-20:20-20:25

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

-20:25-20:45

- Some of the guests will give speeches in turn and receive souvenirs from the president of the 14<sup>th</sup> Executive Committee afterwards. A helper will be responsible for taking the pictures.

-20:45-20:50

-The MCs will invite the president of the 13<sup>th</sup> Executive Committee to give a speech. GAO Xin will present her a souvenir after the speech.

-20:50-21:00

-MCs will invite all the participants to watch a video that introduces the 14<sup>th</sup> Executive Committee and the upcoming events.

-21:00-21:20

-MCs will invite the members of the 14<sup>th</sup> Executive Committee to the stage and introduce them one by one. The members will bow to the audiences accordingly.

- All members of the 14<sup>th</sup> Executive Committee will take oath, which represents the cabinet's determination to improve the society and serve each of the members diligently.

-The president of the 13<sup>th</sup> Executive Committee will hand over the society seal to the 14<sup>th</sup> Executive Committee, which signifies the inheritance of the society. Meanwhile, MCs will introduce the symbolic meaning of the society seal.

-21:20-21:25

-The president of the 14<sup>th</sup> Executive Committee will give a speech.

-21:25-21:35

-GAO Xin will give out souvenirs to the guests who did not give speeches.

-MCs will ask all the participants to take photos together.

-MCs will announce the end of the ceremony.

-MCs will invite the guests to leave the venue first.

-Members of the 14<sup>th</sup> Executive Committee will leave the venue.

-MCs will invite all the participants to enjoy the refreshment outside of the venue.

-21:35-22:15

-Members of the 14<sup>th</sup> Executive Committee will pass out name cards and socialize with the guests, while having refreshment.

-Members of the 14<sup>th</sup> Executive Committee will greet farewell to all the participants.

-22:15-22:55

-Members of the 14<sup>th</sup> Executive Committee will clean up the venue. (LEI Yi will organize the cleaning of the venue and the refreshment zone, and HU Qian will return all the borrowed equipment.)

-22:55-23:45

-GAO Xin, CHAN Tsz Ho and MA Xueke will organize an evaluation meeting.

**Preparation**

<b>Date</b>	<b>Content</b>	<b>PIC(s)</b>
<b>February 20<sup>th</sup></b>	Book the venue	HU Qian
<b>February 20<sup>th</sup></b>	Book the venue for the rehearsal(s)	HU Qian
<b>February 20<sup>th</sup></b>	Finish the first draft of the emails sent to the guests and societies	CAO Jiaming
<b>February 22<sup>nd</sup></b>	Finish the first draft of the video	TSE Mang Kwan
<b>February 23<sup>rd</sup></b>	Finish the first draft of the society paper and society folder	LIN Chen
<b>February 23<sup>rd</sup></b>	Finish the second draft of the emails sent to guests and societies	CAO Jiaming
<b>February 25<sup>th</sup></b>	Finish the second draft of the society paper and society folder	LIN Chen
<b>February 25<sup>th</sup></b>	Finish the final version of the emails sent to guests and societies	CAO Jiaming
<b>February 25<sup>th</sup></b>	Finish the first draft of MCs' script	MU Yiteng
<b>February 27<sup>th</sup></b>	Finish the second draft of the video	TSE Mang Kwan
<b>February 27<sup>th</sup></b>	Finish the final version of the society paper and the society folder	LIN Chen
<b>February 27<sup>th</sup></b>	Brainstorm the souvenir	All ExcOs
<b>February 28<sup>th</sup></b>	Finish the first draft of the name plates	LIN Chen
<b>February 28<sup>th</sup></b>	Finish the second draft of the MCs' script	MU Yiteng

<b>March 1<sup>st</sup></b>	Send the email to other societies and guests	CAO Jiaming
<b>March 2<sup>nd</sup></b>	Finish the final version of MC script	MU Yiteng
<b>March 2<sup>nd</sup></b>	Finish the second draft of the name plates	LIN Chen
<b>March 2<sup>nd</sup></b>	Finish the final version of the video	TSE Mang Kwan
<b>March 2<sup>nd</sup></b>	Contact the guests as planned	CAO Liang CHAN Tsz Ho
<b>March 2<sup>nd</sup></b>	Finish the first draft of name cards	TSE Mang Kwan
<b>March 3<sup>rd</sup></b>	Finish the first draft of the PPT	ZHUANG Xiang
<b>March 3<sup>rd</sup></b>	Finish the final version of the name plates	LIN Chen
<b>March 4<sup>th</sup></b>	Finish the second draft of name cards	TSE Mang Kwan
<b>March 5<sup>th</sup></b>	Finish the second draft of the PPT	ZHUANG Xiang
<b>March 5<sup>th</sup></b>	Settle down the helpers and MCs	All ExcOs
<b>March 5<sup>th</sup></b>	Finish the first draft of the speech	GAO Xin
<b>March 5<sup>th</sup></b>	Finish the first draft of seat cards	LIN Chen
<b>March 6<sup>th</sup></b>	Finish the final version of name cards	TSE Mang Kwan
<b>March 6<sup>th</sup></b>	Purchase the materials needed	LIU Ziao
<b>March 6<sup>th</sup></b>	Contact the helpers and MCs	All ExcOs
<b>March 7<sup>th</sup></b>	Finish the first draft of check-in board	LIN Chen
<b>March 8<sup>th</sup></b>	Finish the final version of the PPT	ZHUANG Xiang

<b>March 8<sup>th</sup></b>	Finish the second draft of the seat cards	LIN Chen
<b>March 8<sup>th</sup></b>	Purchase the name cards	LEI Yi
<b>March 8<sup>th</sup></b>	Finish the second draft of the speech	GAO Xin
<b>March 9<sup>th</sup></b>	Finish the second draft of check-in board	LIN Chen
<b>March 9<sup>th</sup></b>	Finish the first draft of the brochure	LIN Chen
<b>March 9<sup>th</sup></b>	Finish the final version of the seat cards	LIN Chen
<b>March 11<sup>th</sup></b>	Finish the second draft of the brochure	LIN Chen
<b>March 11<sup>th</sup></b>	Finish the final version of the check-in board	LIN Chen
<b>March 11<sup>th</sup></b>	Film the video	TSE Mang Kwan
<b>March 11<sup>th</sup></b>	Finish the final version of the speech	GAO Xin
<b>March 12<sup>th</sup></b>	Finish the first draft of the oath	GAO Xin
<b>March 13<sup>th</sup></b>	Finish the final version of the brochure	LIN Chen
<b>March 13<sup>th</sup></b>	Have the first rehearsal and evaluation	All ExcOs
<b>March 14<sup>th</sup></b>	Purchase any missing materials	LIU Ziao
<b>March 14<sup>th</sup></b>	Finish the second draft of the oath	GAO Xin
<b>March 14<sup>th</sup></b>	Adjust the speech to the rehearsal result	GAO Xin
<b>March 14<sup>th</sup></b>	Adjust the MC script with the MCs to the rehearsal result	MU Yiteng
<b>March 17<sup>th</sup></b>	Finish the first edited version of the video	TSE Mang Kwan
<b>March 17<sup>th</sup></b>	Finish the final version of the oath	GAO Xin

March 17 <sup>th</sup>	Have the second rehearsal and evaluation	All Excors
March 19 <sup>th</sup>	Settle down the refreshment and drink	FANG Xingmian GAO Xin LIU Ziao
March 20 <sup>th</sup>	Finish the seating plan	CHAN Tsz Ho
March 20 <sup>th</sup>	Make sure all materials are in place for the ceremony	LEI Yi
March 20 <sup>th</sup>	Purchase the food	FANG Xingmian
March 24 <sup>th</sup>	Finish the second edited version of the video	TSE Mang Kwan
March 24 <sup>th</sup>	Have the third rehearsal and evaluation	All Excors
March 26 <sup>th</sup>	Finish the final edited version of the video	TSE Mang Kwan
March 26 <sup>th</sup>	Prepare the packages	All Excors
March 27 <sup>th</sup>	Hold the evaluation	GAO Xin

**Budget**

Cash Outflow	
Drinks	400 HKD
Refreshments	900 HKD
Promotion Materials	1100 HKD
Souvenirs	1200 HKD
Nameplates	200 HKD
Tableware	180 HKD
Shipping Cost	300 HKD
Garbage Bag	10 HKD



<b>Brooch</b>	300 HKD
<b>Tissue</b>	20 HKD
<b>Balloon</b>	20 HKD
<b>Total Outflow</b>	<u>4630 HKD</u>

<b>Total Cash Flow</b>	<u><b>-4630 HKD</b></u>
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### 6.2. The Lost Tombs 失落之陵

**PIC**

-CAO Liang

**VPIC**

-CAO Jiaming

-HU Qian

**Objectives**

- To enlarge the influence of traditional Chinese custom
- To offer HKUST students from different culture backgrounds a chance to experience the burial culture of ancient China
- To provide members with an unchained impression of Chinese Folk Art Society and enlarge the impact of Chinese Folk Art Society

**Date**

-April 22<sup>nd</sup> (Sun.)

**Time**

-10:30-12:30; 14:00-17:00; 19:00-21:00

**Venue**

-Common Room 1+2+3

### **Target Groups**

- Students in HKUST who are interested in adventures and want to make new friends
- Students in HKUST who are interested in tomb culture.

### **Expected Number of Participants**

- Members: 50
- Non-members: 10
- Walk-in: 6

### **Registration Fee**

- Members: 40 HKD
- Non-members: 60 HKD
- Walk-in: 70 HKD

### **Content**

#### **1.Function Flow**

- A team of six participants will be led by one of the Executive Committee members who acts as an NPC in Common Room 2 and spend about 20 minutes finishing the games in Common Room 2 to get into Common Room 1.
- In Common Room 2, the team will interact with NPCs and spend about 20 minutes playing games with NPCs.
- The team will spend about 20 minutes playing Room Escape in Common Room 1, and then go to Common Room 3, which is the last room.
- In the last stage, the team will explore the treasures of the tomb and finally escape from the tomb, which will also take about 20 minutes.
- Before entering the next room, the NPC will spend about 5 minutes summarizing the plot of the current room and introducing the next room.
- After finishing the adventure, a group photo will be taken at the exit and souvenirs will be given to the participants.

#### **2. Venue**

##### **Common Room 1**

- This room has the theme: mystery. The room will be set as an Escape Room, and most of the rules and the background story will be stated clearly in this room. Participants need to solve the mysteries to move on and get into the next room.

## **Common Room 2**

-This room has the theme: interaction. Most of the Non-Participant Characters will show up in this room, and they will introduce the main plot of the story. Participants will need to communicate with the NPCs and fight against the guard to get into the next room.

## **Common Room 3**

-This room is the center of tomb. The room will consist of some large games and important tricks. Participants can get souvenirs if they successfully escape from the tomb.

## **3. Counter**

### **A. Check-in Counter (Outside Common Room 2)**

#### **PIC**

-LIU Ziao, CAO Jiaming

#### **Content**

-CAO Jiaming will check in the participants.

-CAO Jiaming will introduce the rules of the adventure and lead the team to the starting point.

-LIU Ziao will collect the belongings of the participants if necessary and take the belongings to the Exit Counter.

### **B. Interaction (Common Room 2)**

#### **a. Guards**

#### **PIC**

-LEI Yi, MA Xueke

#### **Content**

-LEI Yi, MA Xueke dressed as ancient soldiers, will serve as the guard of the tomb, whose duty is to test if the invaders are approved by the master of the tomb.

-LEI Yi will conduct a game which develops to the climax of story line. The game will include a puzzle about logic.

#### **b. Amulet**

#### **PIC**

-LIN Chen

#### **Content**

-LIN Chen, who acts as a Taoist trying to save the NPCs, will give a puzzle to the participants to finish.

-Participates will put the boxes together to form Chinese characters and save the NPCs.

### **c. Ghoul**

#### **PIC**

-CHAN Tsz Ho

#### **Content**

-CHAN Tsz Ho, who will act as a ghoul and be poisoned by the well water and will be saved by the participates.

-He will tell the participates a story to let them guess the result and push the story to move on.

## **2. Shopkeeper**

#### **PIC**

-FANG Xingmian

#### **Content**

-FANG Xingmian will act as a shopkeeper of the village and give the puzzle to the participates

## **C. Exit Counter (Outside of Common Room 3)**

#### **PIC**

-GAO Xin

#### **Contents**

-Take photos of the participants who have finished the game, whether succeed or not.

-Collect the tools given to the participants and give souvenirs to teams which succeed in the adventure.

-Answer questions about plot if any.

-Return the belongings to the participants.

-Sign out.

#### **Rundown**

-8:15-9:00

-The Executive Committee will bring materials to the venue to do the preparation.

-LEI Yi will make sure all materials are there and sort them properly.

-9:00-10:00

-The Executive Committee will set up the Common room 1+2+3 together and arrange the chairs and tables.

-ZHUANG Xiang will make sure that the projector and audio system are working properly and will place the sound boxes.

- HU Qian will guide the decoration of mystery room in Common room 1.
  - CAO Jiaming will guide the decoration of NPCs in Common room 2.
  - CAO Liang will guide the decoration of center of combs in Common room 3.
  - HU Qian and LEI Yi will supervise the building of Staff Path for the Executive Committee.
- 10:00-10:15.
- The Executive Committee will check the equipment in the Common Rooms for the last time and make sure everything is working properly.
  - CAO Liang will check the arrangement of the Executive Committee in case of any emergency.
  - CAO Jiaming will be in charge of setting the check-in counter.
  - GAO Xin will be in charge of guiding the preparation of exit counter.
  - MA Xueke will be in charge of contacting medical assistance if any emergency happens.
- 10:15-10:30
- LIU Ziao and CAO Jiaming will be in charge of checking in the early-arrived participants of the first session.
  - The Executive Committee will hold their position in the venue either as NPCs or as a tour guide and wait for the participants.
- 10:30-11:00
- CAO Jiaming will lead the team to Common Room 2 and introduce the outline and rules of the whole function.
  - After introduction, LIU Ziao will bring participants' belongings to exit counter through Staff Path.
  - LIN Chen, CHAN Tsz Ho, MA Xueke, FANG Xingmian and LEI Yi will stay in Common Room 2 as NPCs who will interact with participants and promote the plot development.
  - The first team will be leaving Common Room 2 in limited time of 20 minutes. One Executive Committee member will lead the team to the next room and introduce the plot.
  - After the first team leaves Common Room 2, the NPCs will reset the room and wait for the next team.
- 11:00-11:30
- The second team will come to check-in counter and repeat the rundown of the first team.
  - HU Qian will be in Common Room 1 as an NPC who will company teams and promote the plot development.
  - The first team will be leaving Common Room 1 in limited time of 20 minutes. The Executive Committee will lead them to the next room and introduce the plot.
  - After the first team leaves Common Room 1, the Executive Committee will reset the room and wait for the next team.
- 11:30-12:00
- The second team will come to Common Room 1 and repeat the rundown of the first team.
  - The third team will come to check-in counter and repeat the rundown of previous teams.

- CAO Liang and LIN Chen will stay in Common Room 3 as NPCs who will finish the plot and give out the souvenirs.
- The first team will be leaving Common Room 3 in limited time of 20 minutes. The Executive Committee will lead them to the exit counter.
- TSE Mang Kwan will take a group photo of the team in the exit counter and answer questions about plots.
- CAO Liang and LIN Chen and will reset the room and wait for the next team.
- 12:00-12:30
  - The other teams will continue to finish the game.
- 13:00-14:00
  - The Executive Committee will have lunch sessions in turn.
- 14:00-17:00
  - Rearrange the positions of the Executive Committee.
  - The Executive Committee will repeat the rundown as morning.
- 17:00-19:00
  - The Executive Committee will have dinner session in turn.
- 19:00-21:00
  - Rearrange the positions of the Executive Committee.
  - The Executive Committee will repeat the rundown as morning.
- 21:00
  - The Executive Committee will clean up Common Room 1+2+3.
  - CAO Liang will hold an evaluation meeting.

Preparation

Deadline	Content	PIC(s)
March 7 <sup>th</sup>	Meeting of first decoration plan	CAO Liang
March 12 <sup>th</sup>	Apply for the HLTH1010	CAO Liang
March 12 <sup>th</sup>	Apply for the venue	HU Qian
March 14 <sup>th</sup>	Meeting of second decoration plan	CAO Liang
March 23 <sup>rd</sup>	Finish the floor plan	CAO Jiaming CAO Liang HU Qian

<b>March 24<sup>th</sup></b>	Finish the NPC's plot and script	All Excors
<b>March 31<sup>st</sup></b>	Buy the materials for the event	LIU Ziao
<b>April 3<sup>rd</sup></b>	Finish the first draft of leaflet	LIN Chen TSE Mang Kwan
<b>April 6<sup>th</sup></b>	Finish the second draft of leaflet	LIN Chen TSE Mang Kwan
<b>April 9<sup>th</sup></b>	Finish the final version of leaflet	LIN Chen TSE Mang Kwan
<b>April 9<sup>th</sup></b>	Finish the first draft of online promotion material	MU Yiteng
<b>April 10<sup>th</sup></b>	Print all the promotion materials	LEI Yi
<b>April 12<sup>th</sup></b>	Finish the second draft of online promotion material	MU Yiteng
<b>April 14<sup>th</sup></b>	Finish the third draft of online promotion material	MU Yiteng
<b>April 15<sup>th</sup></b>	Get the material for the event	LEI Yi
<b>April 16<sup>th</sup>-April 20<sup>th</sup></b>	Sit counter and promote	all Excors
<b>April 21<sup>st</sup></b>	Send the reminder email to all the participants	CAO Jiaming
<b>April 22<sup>nd</sup></b>	Hold the event	All Excors
<b>April 22<sup>nd</sup></b>	Hold the evaluation meeting	CAO Liang

**Budget**

<b>Cash Outflow</b>	
<b>Decoration</b>	1700 HKD
<b>Souvenirs</b>	190 HKD
<b>Leaflet</b>	340 HKD
<b>Poster</b>	45 HKD

Printing	50 HKD
Shipping Cost	350 HKD
Total Outflow	<u>2675 HKD</u>
Cash Inflow	
Member Registration Fee	50*40 HKD=2000 HKD
Non-member Registration Fee	10*60 HKD=600 HKD
Walk-in Registration Fee	6*70 HKD=420 HKD
Total Inflow	<u>3020 HKD</u>
Total Cash Flow	<u>345 HKD</u>

**6.3. Into the Southwest 行在雲南**

**PIC**

-FANG Xingmian

**VPIC**

-LIU Ziao

-MA Xueke

**Objectives**

- To refresh participants by showing them some great sceneries of Yunnan
- To propagandize varied Chinese culture to participants
- To provide a platform for participants to make more friends in HKUST
- To offer participants a chance to know more about the culture of Yunnan

**Date**

-May 31<sup>st</sup>-June 7<sup>th</sup>

\*Subjective to change



**Venue**

-Yunnan

**Target Groups**

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

**Expected Number of Participants**

- 30 (Including the Executive Committee)
- Members: 28
- Non-members: 2

**Registration Fee**

- Members: 4700 HKD or 3800 RMB
- Non-members: 4900 HKD or 3940 RMB
- No walk-in
- \*1000 HKD or 1000 RMB should be paid as a down payment after registration. (If the participant cannot participate in the trip, only a part of the deposit can be drawn back.)

**Content****1. Promotion and Recruitment**

- Email, WeChat and Facebook promotion: April 9<sup>th</sup> & April 16<sup>th</sup>
- Counter, poster, and leaflet promotion: April 10<sup>th</sup>-13<sup>th</sup> & April 16<sup>th</sup>-20<sup>th</sup>

**2.Information session**

- Time: April 17<sup>th</sup>
- Venue: Room 2405
- Main points: The route of the trip and the charging details of the trip
- Objectives: To explain the details of the trip to the participants and encourage participants to join our trip

**Travel Route****-Day I**

-Noon: Take a bus to Shenzhen Bao'an Airport and take the airplane to Yunnan Changshui Airport.

**-Day II**

-Morning: Breakfast. Then take the high-speed train to Puzhehei (普者黑). Visit Xianrendong

and other karst caves (仙人洞).

-Noon&Afternoon: Have a special local lunch together in Puzhehei then visit Puzhehei Village together.

-Evening: Have dinner in Puzhehei Village. Then take the tour bus to Mengzi (蒙自) and settle down there.

#### -Day III

-Morning: Breakfast. Take tour bus to Bisezhai Village (碧色寨村) and have fun there.

-Noon: Have a local cross bridge rice noodle for lunch together.

-Afternoon: Take tour bus to Jianshui Old Town (建水古城) and visit the Zhu Garden (朱家花園).

-Evening: Settle down in hotel there and walk in Jianshui Old Town (建水古鎮) freely and taste some local food there.

#### -Day IV

-Morning: Breakfast. Then take the tour bus to Yuanyang (元陽) and appreciate the beautiful view on the way.

-Noon & Afternoon: Have lunch together in Yuanyang then visit the Yuanyang terraces (元陽梯田) and then go to Tiger Mouth (老虎嘴) to appreciate the sunset.

-Evening: Have dinner in the near town, settle down in hotel and play some games together.

#### -Day V

-Morning: Get up early and go to Duoyishu (多依樹) to see the sunrise together. Then have breakfast together and visit Aitian Village (愛田村) together.

-Afternoon: Have lunch and then visit Qingkou Village (箐口民俗村), which will bring us a chance to get in touch with the Hani Culture (哈尼族文化).

-Evening: Have dinner in the near town and take bus to Pu'er (普洱). Settle down in Pu'er.

#### -Day VI

-Morning: Breakfast. Take tour bus to Xishuangbanna Primitive Forest Park (西雙版納原始森林公園) and have fun there.

-Noon & Afternoon: Have a lunch inside the park and play until afternoon.

-Evening: Take tour bus to Yulinguchafang (雨林古茶坊) and settle down there.

#### -Day VII

-Morning: Breakfast. Tour in the Nanben Ancient tea plantation (南本老寨古茶園) and pick tea leaves by ourselves.

-Noon & Afternoon: Have a lunch then visit the Ancient Tea Factory (孟宋古茶坊), learn new knowledges. Also visit the modern tea factory there, experience the tea making technology. Then take tour bus back to Yulinguchafang.

-Evening: Have goodbye dinner in Yulinguchafang and taste different kinds of tea.

-Day VIII

-Morning: Breakfast. Take tour bus back to Xishuangbanna Airport.

### Preparation

Deadline	Event	Pic(s)
<b>December 15<sup>th</sup>- January 10<sup>th</sup></b>	Contact the travel agency and submit our proposed destinations	LIU Ziao
<b>December 15<sup>th</sup>- January 10<sup>th</sup></b>	Ask for a probable plan, and change some of its details	FANG Xingmian
<b>January 11<sup>th</sup></b>	Finish the first draft of the route	FANG Xingmian
<b>February 26<sup>th</sup>- March 2<sup>nd</sup></b>	Arrange transportation from HKUST to Hong Kong Airport	LIU Ziao
<b>March 5<sup>th</sup></b>	Book venue for counter and information session	HU Qian
<b>March 16<sup>th</sup></b>	Finish the first draft of the leaflet	LIN Chen
<b>March 16<sup>th</sup></b>	Finish the first draft of the poster and easy-stand	TSE Mang Kwan
<b>March 16<sup>th</sup></b>	Finish the first draft of email, WeChat, Facebook promotion	CAO Jiaming MU Yiteng
<b>March 20<sup>th</sup></b>	Finish the second draft of the leaflet	LIN Chen
<b>March 20<sup>th</sup></b>	Finish the second draft of the poster and easy-stand	TSE Mang Kwan
<b>March 20<sup>th</sup></b>	Finish the second draft of email, WeChat, Facebook promotion	CAO Jiaming MU Yiteng
<b>March 25<sup>th</sup></b>	Finish the final draft of the leaflet	LIN Chen
<b>March 25<sup>th</sup></b>	Finish the final draft of the poster and easy-stand	TSE Mang Kwan
<b>March 31<sup>st</sup></b>	Print leaflet and easy-stand	LEI Yi

<b>March 31<sup>st</sup></b>	Get the disclaimer and the registration form	FANG Xingmian
<b>March 31<sup>st</sup></b>	Finish the final draft of email, WeChat, Facebook promotion	CAO Jiaming MU Yiteng
<b>April 6<sup>th</sup></b>	Get the leaflet and easy-stand	LEI Yi
<b>April 6<sup>th</sup></b>	Conduct the rehearsal of the information session	FANG Xingmian LIU Ziao MA Xueke
<b>April 6<sup>th</sup></b>	Arrange the timetable for counter-sitting and promoting	CAO Jiaming
<b>April 6<sup>th</sup></b>	Finish the application form on Google	ZHUANG Xiang
<b>April 6<sup>th</sup></b>	Finish the first draft of information session PPT	FANG Xingmian MA Xueke ZHUANG Xiang
<b>April 9<sup>th</sup></b>	Put up posters	LEI Yi
<b>April 9<sup>th</sup></b>	Promote by email, WeChat and Facebook	CAO Jiaming MU Yiteng
<b>April 11<sup>th</sup></b>	Finish the final version of information session PPT	FANG Xingmian MA Xueke ZHUANG Xiang
<b>April 10<sup>th</sup>-13<sup>th</sup></b>	Sit counter and promote	All ExcOs
<b>April 14<sup>th</sup></b>	Finish the first draft of the booklet for the information session	FANG Xingmian MA Xueke
<b>April 16<sup>th</sup></b>	Finish the final draft of the booklet for the information session	FANG Xingmian MA Xueke
<b>April 16<sup>th</sup>-19<sup>th</sup></b>	Sit counter and promote	All ExcOs
<b>April 17<sup>th</sup></b>	Print the booklet for information session	LEI Yi
<b>April 17<sup>th</sup></b>	Hold the information session	FANG Xingmian MA Xueke

<b>April 17<sup>th</sup></b>	Finish the first draft of the in-trip guidance	MA Xueke
<b>April 19<sup>th</sup></b>	Finalize the disclaimer	LIU Ziao MA Xueke
<b>April 20<sup>th</sup></b>	Send an email to remind participants to transfer money to the CFAS account before April 25 <sup>th</sup> and book tickets for departure	CAO Jiaming
<b>April 23<sup>rd</sup></b>	Finish the second draft of the in-trip guidance	MA Xueke
<b>April 25<sup>th</sup></b>	Confirm the number of participants (full payment is required) Sign contract with the travel agency	FANG Xingmian
<b>May 1<sup>st</sup></b>	Finalize the group designation	LIU Ziao MA Xueke
<b>May 7<sup>th</sup></b>	Finish the final draft of the in-trip guidance	MA Xueke
<b>May 10<sup>th</sup></b>	Print the in-trip guidance	LEI Yi
<b>May 12<sup>th</sup></b>	Organize a meal for final notification of the trip, and let participants get to know their group mates in the trip	FANG Xingmian LIU Ziao MA Xueke
<b>May 26<sup>th</sup></b>	Finalize the jobs of all Excors during the trip	LIU Ziao MA Xueke
<b>May 26<sup>th</sup></b>	Send the reminder emails for the departure and the final meeting	CAO Jiaming
<b>May 29<sup>th</sup></b>	Print the in-trip guidance	LEI Yi
<b>June 7<sup>th</sup></b>	Review the trip	FANG Xingmian

**Budget**

Cash Outflow	
Poster	45 HKD
Easy-stand	90 HKD
Leaflet	290 HKD
Travel Agency’s Fee	30*3400 HKD=102000 HKD
Fee for Flight (SZX-KMG)	30*1000 HKD=30000 HKD
Receipt	10 HKD
Registration Form	20 HKD
Information paper	20 HKD
First-Aid Kit	100 HKD
Game material	150 HKD
Souvenirs	1000 HKD
Preparing Cost	300 HKD
Shipping Cost	100 HKD
Total Outflow	<u>134125 HKD</u>
Cash Inflow	
Member Registration Fee	28*4600 HKD=128800 HKD
Non-member Registration Fee	2*4800 HKD=9600 HKD
Total Inflow	<u>138400 HKD</u>
Total Cash Flow	<u><b>4275 HKD</b></u>

## 6.4. CFAS Week “藝覽江湖”主題週

### **PIC**

-GAO Xin

### **VPIC**

-CAO Jiaming

-CHAN Tsz Ho

-LEI Yi

### **Objectives**

- To provide an opportunity for members to experience the authentic Chinese Jianghu culture
- To serve as a platform for members to meet and socialize
- To take members on a relaxing trip to the stunning Cheung Chau Island
- To enlarge the influence of Chinese Folk Art Society

### **Date**

-September 18<sup>th</sup> (Tue.), September 21<sup>st</sup> (Fri.) and September 23<sup>rd</sup> (Sun.)

### **Target Groups**

- Members of Chinese Folk Art Society
- Students who are interested in Chinese Jianghu Culture
- Students who wish to make more friends
- Exchange students who want to learn more about Chinese Culture

### **Promotion Plan**

-September 3<sup>rd</sup>-7<sup>th</sup> and September 10<sup>th</sup>-14<sup>th</sup>

### **Venue**

-CFAS counter, Atrium

### **Promotion Methods**

- Banner
- Leaflets
- Poster
- Easy-stand
- Big decoration

- WeChat platform
- Facebook
- Website
- Email

**Banner List**

Position	Amount	Size(m2)
Top of bridge-link of Hall 1	34	0.5*1.3
Top of bridge-link of Hall 2	24	0.5*1.3
Both sides of bridge-link of Hall 1	36	0.5*1.3
Both sides of bridge-link of Hall 2	26	0.5*1.3
Academic building (Atrium)	14	4*4
Total Area		361

**Notes**

- The leaflets and posters serve the purpose of recruiting new members and promoting the three functions.
- All functions will be promoted along with the membership of the society.
- Members of the 14<sup>th</sup> Executive Committee will recruit members from different backgrounds, to increase the diversity of the participants.

**Preparation**

Deadline	Content	PIC(s)
July 10 <sup>th</sup>	Book the venue for the big decoration, banners, and counter	HU Qian



<b>July 10<sup>th</sup></b>	Finish the first draft of the banners	LIN Chen TSE Mang Kwan
<b>July 12<sup>th</sup></b>	Finish the second draft of the banners	LIN Chen TSE Mang Kwan
<b>July 18<sup>th</sup></b>	Finish the first draft of the WeChat articles	MU Yiteng
<b>July 19<sup>th</sup></b>	Finish the final draft of the banners	LIN Chen TSE Mang Kwan
<b>July 20<sup>th</sup></b>	Finish the first draft of the promotion email	CAO Jiaming
<b>July 25<sup>th</sup></b>	Finish the second draft of the WeChat articles	MU Yiteng
<b>July 27<sup>th</sup></b>	Finish the first draft of the easy-stand	TSE Mang Kwan
<b>July 28<sup>th</sup></b>	Finish the second draft of the promotion email	CAO Jiaming
<b>July 29<sup>th</sup></b>	Finish the final version of the WeChat articles	MU Yiteng
<b>July 30<sup>th</sup></b>	Print the banners	LEI Yi
<b>July 31<sup>st</sup></b>	Finish the second draft of the easy-stand	TSE Mang Kwan
<b>July 31<sup>st</sup></b>	Finish the first draft of the leaflet and poster	LIN Chen
<b>August 4<sup>th</sup></b>	Finish the second version of the leaflet and poster	LIN Chen
<b>August 4<sup>th</sup></b>	Finish the final version of the easy-stand	TSE Mang Kwan
<b>August 7<sup>th</sup></b>	Finish the final draft of the promotion email	CAO Jiaming
<b>August 7<sup>th</sup></b>	Finish the final draft of the leaflet and poster	LIN Chen
<b>August 10<sup>th</sup></b>	Finish the first draft of the big decoration	TSE Mang Kwan

<b>August 10<sup>th</sup></b>	Finish the first draft of registration forms for the activities	CAO Jiaming
<b>August 12<sup>th</sup></b>	Order the materials needed for the big decoration online	LIU Ziao
<b>August 14<sup>th</sup></b>	Finish the second version of the big decoration	TSE Mang Kwan
<b>August 15<sup>th</sup></b>	Print the leaflets and easy-stand	LEI Yi
<b>August 17<sup>th</sup></b>	Finish the final version of the big decoration	TSE Mang Kwan
<b>August 18<sup>th</sup></b>	Purchase the materials for the big decoration in Hong Kong	LEI Yi
<b>August 21<sup>st</sup></b>	Finish the promotion counter design	TSE Mang Kwan
<b>August 22<sup>nd</sup>-25<sup>th</sup></b>	Decorate the counter	All ExcOs
<b>August 24<sup>th</sup></b>	Finish the final version of registration forms for the activities	CAO Jiaming
<b>August 26<sup>th</sup></b>	Finish the timetable for counter-sitting and promoting for ExcOs and Subcoms	CAO Jiaming
<b>August 28<sup>th</sup></b>	Purchase any missing materials	LIU Ziao LEI Yi
<b>August 30<sup>th</sup></b>	Send out the promotion email to the members	CAO Jiaming
<b>August 31<sup>st</sup></b>	Print the posters	LEI Yi
<b>August 31<sup>st</sup></b>	Put up the posters around campus	LEI Yi
<b>September 2<sup>nd</sup></b>	Publish the first WeChat article	MU Yiteng
<b>September 8<sup>th</sup>-9<sup>th</sup></b>	Make the big decoration	All ExcOs

September 15 <sup>th</sup> -16 <sup>th</sup>	Finish and install the big decoration	All Excors
September 16 <sup>th</sup>	Publish the second WeChat article	MU Yiteng
September 19 <sup>th</sup>	Publish the third WeChat article	MU Yiteng
September 21 <sup>st</sup>	Publish the forth WeChat article	MU Yiteng
September 24 <sup>th</sup>	Publish the reflection WeChat article	MU Yiteng

**Budget**

Cash Outflow	
Leaflet	590 HKD
Counter Decoration	300 HKD
Poster	45 HKD
Easy-stand	90 HKD
Banner	3000 HKD
Big Decoration	750 HKD
Shipping cost	200 HKD
Receipt	20 HKD
Total Outflow	<u>4995 HKD</u>

Total Cash Flow	<u><b>-4995 HKD</b></u>
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#### **6.4.1. Dough Sculpture Workshop 指上乾坤**

##### **PIC**

-LEI Yi

##### **VPIC**

-CAO Liang

-GAO Xin

##### **Objectives**

- To acquaint participants with the traditional art of dough sculpture
- To enhance participants' creativity
- To cultivate participants' sense of appreciation for Chinese folk art
- To acquaint participants with The Great China Intangible Cultural Heritage Association

##### **Date**

-September 18<sup>th</sup> (Tue.)

##### **Time**

-18:00-20:30

##### **Venue**

-Room 2465 (TBC)

##### **Target Groups**

- Members of Chinese Folk Art Society
- Non-members who are interested in dough sculpture

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

- Members: 40
- Non-members: 10
- Mentor: 1

##### **Registration Fee:**

- Members: 50 HKD
- Non-members: 70 HKD
- Walk-in: 80 HKD

## **Rundown**

-16:00-17:00

- All the Executive Committee will arrive at the venue and set up the room by the floor plan.
- ZHUANG Xiang will be in charge of setting up the audio-visual equipment.
- CHAN Tsz Ho will lead the mentor to the venue.
- All the Excocs will distribute materials according to the mentor`s requirement.

-17:00-17:30

- LEI Yi and HU Qian will be in charge of setting up the check-in counter outside the room.
- GAO Xin will conduct the final check.

-17:30-18:00

- LIU Ziao and MA Xueke will be in charge of the check-in counter.
- The rest of the Executive Committee will escort the participants inside the classroom.
- GAO Xin will sit at the international table for translation.

-18:00-18:30

- After all the participants are seated, MCs (MU Yiteng and CAO Jiaming) will introduce the brief background information of dough sculpture and introduce the mentor and The Great China Intangible Cultural Heritage Association.
- After the introduction, mentor will communicate with participants and the MCs will assist him. Mentor can show some delicate dough sculpture works to attract the participants and introduce some dough sculpture works.

-18:30-19:30

- After the introduction, mentor will teach the participants the basic technique and the participants will be allowed to imitate at the same time.
- ZHUANG Xiang will use the projector to show the steps on the screen.
- After the teaching of the basic techniques, the mentor will show some works and make some demonstrations, participants will be allowed to make their dough sculpture at the same time.
- After the basic teaching period, participants can make some creative decoration, the rest of the executive committee will help the participants, the mentor will walk around the room to see participants` work and make guidance.

-19:30-19:45

- The participants who finished the dough sculpture first can show their work to the others.
- Participants will take photos while holding their dough sculpture and standing in front of the photo board.
- The Executive Committee will take photos of all the participants` work.

-19:45-20:15

- MCs will make the conclusion and ZHUANG Xiang will post all the participants` work on the screen.
- MCs will invite the mentor to choose his most favorite work and the mentor will award the person.

- The Executive Committee will gather the participants and the mentor, and MCs will introduce Chinese folk art again.
  - The mentor will stand in the middle with the participants and take photos together, meanwhile participants can hold their works.
- 20:15-20:30
- The participants can take the dough sculptures and check-out.
  - CHAN Tsz Ho will escort the mentor back.
  - LEI Yi and the Executive Committee will clean up the venue.
- 20:30-21:30
- LEI Yi will hold an evaluation meeting.

**Preparation**

Deadline	Content	PIC(s)
August 1 <sup>st</sup>	Book the counter and the venue	HU Qian
August 1 <sup>st</sup>	Apply for HLTH1010	CAO Liang
August 3 <sup>rd</sup>	Invite the mentor and confirm the rundown	LEI Yi
August 9 <sup>th</sup>	Finish the first draft of the MCs’ script	MU Yiteng
August 12 <sup>th</sup>	Purchase materials online according to the shopping list	LIU Ziao
August 13 <sup>th</sup>	Design the venue plan	LEI Yi
August 13 <sup>th</sup>	Finish the second draft of the MCs’ script	MU Yiteng
August 14 <sup>th</sup>	Finish the first draft of the PPT	ZHUANG Xiang
August 14 <sup>th</sup>	Prepare the first draft of the promotion materials online (Including WeChat, Facebook, emails and CFAS website)	CAO Jiaming MU Yiteng TSE Mang Kwan ZHUANG Xiang
August 16 <sup>th</sup>	Finish the second draft of the PPT	ZHUANG Xiang

<b>August 16<sup>th</sup></b>	Finish the final draft of the MCs' script	MU Yiteng
<b>August 16<sup>th</sup></b>	Prepare the second draft of the promotion materials online (Including WeChat, Facebook, emails and CFAS website)	CAO Jiaming MU Yiteng TSE Mang Kwan ZHUANG Xiang
<b>August 20<sup>th</sup></b>	Finish the final draft of the PPT	ZHUANG Xiang
<b>August 20<sup>th</sup></b>	Finish the first draft of the reminder email	CAO Jiaming
<b>August 29<sup>th</sup></b>	Buy the materials in Hong Kong for the first rehearsal	LEI Yi
<b>August 29<sup>th</sup></b>	Finish the final draft of the promotion materials online (Including WeChat, Facebook, emails and CFAS website)	CAO Jiaming MU Yiteng TSE Mang Kwan ZHUANG Xiang
<b>September 1<sup>st</sup></b>	The first rehearsal	CAO Liang GAO Xin LEI Yi
<b>September 10<sup>th</sup></b>	Finish the second draft of the reminder email	CAO Jiaming
<b>September 13<sup>th</sup></b>	Buy the materials for the second rehearsal	LEI Yi
<b>September 14<sup>th</sup></b>	The second rehearsal	CAO Liang GAO Xin LEI Yi
<b>September 14<sup>th</sup></b>	Finish the final draft of the reminder email	CAO Jiaming
<b>September 15<sup>th</sup></b>	Post the Internet promotion materials (Including WeChat, Facebook, emails and CFAS website)	CAO Jiaming LEI Yi MU Yiteng
<b>September 15<sup>th</sup></b>	Finish purchasing the materials that should be bought in Hong Kong	LEI Yi
<b>September 16<sup>th</sup></b>	Take the materials needed from the mentor	LEI Yi

September 16 <sup>th</sup>	Make sure all the materials are at hand	LEI Yi
September 17 <sup>th</sup>	Remind all the participants (Including the mentor) to come by sending WeChat, emails or calling	CAO Jiaming LEI Yi MU Yiteng
September 18 <sup>th</sup>	Evaluation meeting	LEI Yi

**Budget**

Cash Outflow	
Mentor	1650 HKD
Knives	
Dough	
Table Cloth	10 HKD
Disposable Gloves	20 HKD
Disposable Tableware	70 HKD
Gift-Dough Sculpture Tools	60 HKD
Total Outflow	<u>1810 HKD</u>
Cash Inflow	
Member Registration Fee	40*50 HKD=2000 HKD
Non-member Registration Fee	10*70 HKD=700 HKD
Total Inflow	<u>2700 HKD</u>
Total Cashflow	<u>890 HKD</u>



#### **6.4.2. The Last One Standing 華山論劍**

##### **PIC**

-CHAN Tsz Ho

##### **VPIC**

-MA Xueke

-ZHUANG Xiang

##### **Objectives**

- To provide an opportunity for students who wish to show their talent and knowledge base
- To serve as a platform for students to meet and compete friendly
- To broaden students' scope of knowledge

##### **Date**

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

##### **Time**

-19:00-21:30

##### **Venue**

-LT-D (TBC)

##### **Target Groups**

- Students who are well equipped with a wide range of knowledge
- Students who enjoy the tense ambience of competitions
- Students who are interested in different fields of knowledge and wish to improve themselves

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

- 7 teams:
  - Each team has two competitors
- Audiences: 150
  - Members: 100
  - Non-members: 40
  - Walk-in: 10

##### **Registration Fee**

-Audience: Free of charge

-Competitor: Free of charge

## **Content**

### **1. Promotion**

- Email
- Post on the Internet (Facebook, the CFAS website and WeChat)
- An online answering activity for participants to practice before the competition (on WeChat)
- An introduction of competitors on Facebook and on WeChat

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

- The competitors will be selected at the end of the second promotion week according to the ranking list.
- The participants can register as a team and the grades will be recorded as a team.
- Each team consists of two competitors, and the competitors who do not register as a team will get teammates randomly.
- Competitors cannot use any electronic products during the competition.
- Each team should provide their team information to the Executive Committee on or before September 16<sup>th</sup>.
- Each team should provide their VCRs and picture which introduces them to the audiences before September 16<sup>th</sup>.
- Each team should provide their team name and slogan.
- Teams are officially qualified for the competition after being informed through email or phone.
- Each team will answer questions against another team.
- The seven teams will be divided into groups randomly.
- Each team has limited chances to seek help from their friends.

### **3. Voting and Betting Mechanism**

- WeChat users can vote for their favorite team before the function officially starts.
- During the break, the audiences can bet which team will be the champion, and the marks the champion team can achieve in the final round. The information of the audiences will be recorded, and an award will be given to the audience who first gives the correct/closest answer. If there are more than one audience, do lucky draw.

### **4. Game Flow**

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

- The opening ceremony will start at 19:00.
- MCs will present opening words.
- MCs will introduce the setting, flow and voting mechanism of the competition.
- Console will play each team's VCR to introduce them to the audiences.

-Teams will draw lots to decide their order of competing.

-MCs will announce the beginning of the competition.

## B. Competition

-The first round will consist of three matches, with two teams in each match. The two teams will compete against each other, and the one with more points will win and advance to the semi-finals. Each match will have 12 sections of questions; each team will have a chance to ban 2 sections and they need to answer all the remaining 8 sections. Each match contains 16 questions; each section will have 2 questions and the questions will be an equal distribution. Each question is 1-3 points according to its difficulty. The team that gets a higher score wins.

-After the first round, three teams will advance to the semi-final.

-In the semi-final, three winning teams together with the most popular team will compete against each other. They will draw lots to decide their order of competing, and the four teams will answer questions in turn. If a team answers a question wrong, then one of the team members will need to go off the stage. If they answer a second question wrong, then both of the two team members will need to go off the stage, and the team will be leaving the competition.

-After the semi-final, the two teams remaining on the stage can advance to the final round.

-In the final round, the two teams will compete against each other. The teams will take turns to answer questions. If they give a correct answer, they can get 1 point; if they give a wrong answer, they will be deducted 0.5 point; if they choose not to answer the question, no mark will be added or deducted, but they will be giving their opportunity of answering the question to the other team. The other team will be given a new question, and can get 1 point if answering correctly, and no deduction if answering wrongly. Competitors need to answer questions from all of the 12 sections; there will be 3 questions in each section, 36 questions in total. The team which gets higher marks will be in the first place; the other team will be in the second place.

-The champion team will need to battle with the audiences. If the champion team wins, they will be awarded with a bonus prize; if audiences win, they will be given that bonus prize. In this battle, the champion team and audiences will look at the same questions and give their own answers. If one gives a wrong answer, then he or she is out, and the remaining will continue to the next questions. If the champion team misses one question, then one of the team members need to go off the stage. If they miss a question again, and there is still audience remaining, then the champion team loses, and vice versa.

-In the first round, semi-final and final round, each team will have 3 kits in total, including 1 chance to eliminate 1 wrong answer, 1 chance to get help from the audiences and 1 chance to get help from their cheering groups. They can use these kits if they do not know the answer and want to get help.

-MCs will give each team 20 seconds to answer each question after they read out the question.

-If two teams have the same marks when a round ends, then they will roll a dice. The team with a bigger number can choose to answer a question or let its opponent answer the question. If the team answers correctly, they can go to the next round; if they answer wrongly, then the other team will

go to the next round.

-Audiences can answer the questions, too. They will be given a code so that they can submit their answers. MCs will show audiences' answer after competitors announce their answers.

#### C. Awards

-One "Master of Jianghu Award" will be awarded for the champion.

-One "Second in Command Award" will be awarded for the runner-up.

-One "Best Audience" will be awarded for the audience who gives the most correct answers.

-One "Luckiest Audience" will be awarded for the audience who bets the most accurately.

-Five "Master Award" will be awarded for the remaining 5 teams.

-A "Bonus Award" will be awarded for the champion team if they can beat the audiences, or do a lucky draw among audience if they beat the champion team.

#### D. Background setting

"HKUST, 2018, different factions appeared in Jianghu. Seven main factions wanted to decide who can take the seat of the Master of Jianghu, and they reached an agreement. This time, they won't use martial art, instead, they will do it in a more peaceful way: answering questions on the stage and make out who is the most intelligent one. The winning faction will win the title of 'Master of Jianghu'. The battle is about to begin!"

### **Rundown**

-18:00-18:30

-The Executive Committee members and Subsidiary-Committee members will arrive at Lecture Theatre D and prepare for the competition.

-LEI Yi and HU Qian will be in charge of arranging the tables and set up the check-in counter.

-CAO Jiaming and MA Xueke will be in charge of preparing the awards.

-ZHUANG Xiang will be in charge of the electricity circuit and ensure the stability of electricity supply for the competition.

-ZHUANG Xiang will be in charge of preparing and testing the projector, the microphone, the computer, the PPT and the audio system.

-18:30-19:00

-All the competitors will arrive at the Lecture Theatre D and prepare for the competition.

-The Subsidiary-Committee will tell the details about the regulations and rules to the competitors again.

-CAO Liang will be in charge of organizing the competitors to take their seats.

-CAO Jiaming and MA Xueke will be in charge of the check-in counter and letting the audiences check in in order while giving the tickets of the competition, which will be an evidence of getting their special gift.

-19:00-19:40

-The function begins officially.

-The Subsidiary-Committee and TSE Mang Kwan will take pictures during the whole competition.

- MCs will announce the opening of the competition.
- MCs will announce the rules of the competition.
- ZHUANG Xiang will play the VCRs of the seven teams and prepare to switch the system to the question system for both competitors and the audiences.
- MCs will announce the most popular competitor from the result of online voting, and its special right to directly enter the semi-finals.
- The seven teams will go on to the stage. The seven teams except for the most popular competitor will draw lots to decide their order of competing.

-19:40-20:10

- The first round starts.
- ZHUANG Xiang will be in charge of controlling the question system and recording marks during the whole competition.
- MCs will announce the regulations of the first round.
- MCs will announce the beginning of the first battle of the first round.
- The competitors will compete while the audiences can join and answer the same questions as the competitors’.
- MCs will announce the beginning of the second battle of the first round.
- The competitors will compete while the audiences can join to answer the same questions as the competitors’.
- MCs will announce the beginning of the third battle of the first round.
- The competitors will compete while the audiences can join to answer the same questions as the competitors’.
- MCs will announce the result of the first round.

-20:10-20:40

- MCs will announce the regulations of the second round.
- MCs will announce the beginning of the second round of the competition.
- The competitors will compete while the audiences can join to answer the same questions as the competitors’.
- MCs will end the second round of the competition.
- MCs will announce the result of the second round of the competition.
- MCs will announce the beginning of the voting for the probable champion.
- MCs will announce a break for a few minutes.

-20:40-21:00

- MCs will announce the beginning of the final round of the competition.
- The competitors will compete while the audiences can join to answer the same questions as the competitors’.
- MCs will end the final round of the competition.

-21:00-21:15

- MCs will announce the beginning of the Champion -vs- Audience round.

- MCs will announce the result of this round of the competition.
- 21:15-21:30
  - MCs will announce the beginning of the award ceremony.
  - GAO Xin will give the first prize to the champion; if they win the competition against the audiences, they will be awarded with a bonus prize.
  - CHAN Tsz Ho will give prize to the runner-up.
  - CHAN Tsz Ho will give prize to the audience who gets the highest score during the competition. If there is more than one, only one will be chosen randomly.
  - MA Xueke will give prize to the audience who guess the result of the competition right or most proximal. If more than one, only one will be chosen randomly.
  - MCs will announce the closing of the competition and lead all the people to check-out.
- 21:30-21:35
  - CAO Jiaming and LIN Chen will be in charge of the check-out counter and give the audiences a special gift as long as they still keep their tickets.
- 21:35-22:00
  - LEI Yi and HU Qian will be responsible for returning the borrowed equipment, and the other Executive Committee members will help restore the Lecture Theatre D to its original state.
  - The Executive Committee members will do the cleaning with the help of the Subsidiary-Committee members.
- 22:00-23:00
  - CHAN Tsz Ho will hold an evaluation meeting of the competition.

**Preparation**

Deadline	Content	PIC(s)
August 1 <sup>st</sup>	Finish the online answering system and the voting system and do testing	ZHUANG Xiang
August 1 <sup>st</sup>	Apply for HLTH1010	CAO Liang
August 1 <sup>st</sup>	Book the venue	HU Qian
August 1 <sup>st</sup>	First round questions collection	CHAN Tsz Ho
August 3 <sup>rd</sup>	Finish the first draft of the easy-stand	LIN Chen TSE Mang Kwan

<b>August 5<sup>th</sup></b>	Start purchasing the materials	LIU Ziao
<b>August 5<sup>th</sup></b>	Finish the first draft of the MCs' script	MU Yiteng
<b>August 6<sup>th</sup></b>	Finish the first draft of PPT	ZHUANG Xiang
<b>August 7<sup>th</sup></b>	Finish the second draft of the easy-stand	LIN Chen TSE Mang Kwan
<b>August 8<sup>th</sup></b>	Finish the second draft of the MCs' script	MU Yiteng
<b>August 8<sup>th</sup></b>	Start checking the questions	All ExcOs
<b>August 10<sup>th</sup></b>	Finish the final version of the easy-stand	LIN Chen TSE Mang Kwan
<b>August 10<sup>th</sup></b>	Finish the final draft of PPT	ZHUANG Xiang
<b>August 11<sup>th</sup></b>	Finish the final draft of the MCs' script	MU Yiteng
<b>August 11<sup>th</sup></b>	Print the easy-stand, tickets and forms	LEI Yi
<b>August 13<sup>th</sup></b>	Finish the first template of WeChat post	MU Yiteng
<b>August 15<sup>th</sup></b>	Finish checking the questions	All ExcOs
<b>August 16<sup>th</sup></b>	Finish the second template of WeChat post	MU Yiteng
<b>August 19<sup>th</sup></b>	Finish the final template of WeChat post	MU Yiteng
<b>August 19<sup>th</sup></b>	Replenish the questions	All ExcOs
<b>August 20<sup>th</sup></b>	First rehearsal	CHAN Tsz Ho MA Xueke ZHUANG Xiang
<b>August 30<sup>th</sup></b>	Post the Internet promotion materials	MU Yiteng
<b>August 30<sup>th</sup></b>	Finish buying materials	LIU Ziao

<b>August 30<sup>th</sup></b>	Finish printing the examination paper	LEI Yi
<b>September 3<sup>rd</sup>-7<sup>th</sup></b>	Sit counter and promote participants and audience	All ExcOs
<b>September 9<sup>th</sup></b>	Second rehearsal	CHAN Tsz Ho MA Xueke ZHUANG Xiang
<b>September 9<sup>th</sup></b>	Post the excellent participants of the first week on WeChat and Facebook	MU Yiteng
<b>September 10<sup>th</sup>-14<sup>th</sup></b>	Sit counter and promote participants and audience	All ExcOs
<b>September 14<sup>th</sup></b>	Confirm the competitors and remind all teams by email	CAO Jiaming CHAN Tsz Ho MA Xueke ZHUANG Xiang
<b>September 15<sup>th</sup>-16<sup>th</sup></b>	Film the VCRs and then take photos of all teams	CHAN Tsz Ho MA Xueke ZHUANG Xiang
<b>September 16<sup>th</sup></b>	Post the team information on WeChat and Facebook and begin the voting	MU Yiteng
<b>September 17<sup>th</sup>-21<sup>st</sup></b>	Post the practice questions on WeChat and Facebook for all teams	MU Yiteng
<b>September 20<sup>th</sup></b>	Remind all teams by email	CAO Jiaming
<b>September 21<sup>st</sup></b>	The end of the voting and confirm the team information	MU Yiteng ZHUANG Xiang
<b>September 21<sup>st</sup></b>	Evaluation meeting	CHAN Tsz Ho



Budget

Cash Outflow		
Prizes	Kindle Paperwhite 3	1088 HKD
	Xiaomi AI Loudspeaker	370 HKD
	Mouse	124 HKD
	Cubbyhole	50 HKD
	Customized Bookmark	200*4 HKD=800 HKD
	Coupon of Commercial Press	10*50 HKD=500 HKD
Snacks		300 HKD
Decoration		300 HKD
Tickets		40 HKD
Shipping Cost		150 HKD
Total Outflow		<u>3722 HKD</u>
Total Cash Flow		<u>-3722 HKD</u>

6.4.3. Trip to Cheung Chau 天涯行跡

PIC

-CAO Jiaming

VPIC

-FANG Xingmian

-HU Qian

**Objectives**

- To provide freshmen and other students with a better understanding of Hong Kong scenery and culture
- To enhance students' physical health through hiking and exercising
- To provide a chance for students to make new friends and learn about each other
- To prepare a warm and friendly environment for students
- To relax and release stress from school work

**Date**

-September 23<sup>rd</sup> (Sun.)

\*Should be moved to September 30<sup>th</sup> (Sun.) if the weather condition is bad

**Time**

-9:20-16:00

**Venue**

-Cheung Chau

**Target Groups**

-All UST students, including all members and non-members

**Quota**

-Members: 22

-Non-members: 8

**Registration Fee**

-Members: 40 HKD

-Non-members: 60 HKD

-No walk-in

**Content**

-Participants, together with the Executive Committee, will gather at atrium at 9:20; at 9:30, we will depart by bus. After about one and a half hours' bus and boat journey, we will arrive at our destination Cheung Chau. On the island, participants will enjoy hiking to different sceneries, eating local snacks, and shopping at local shops. At about 16:00, we will be dismissed.

**Security Issue**

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

- With limited quota, the Executive Committee will take care of all the participants carefully and supervise their behavior.
- All participants should wear seat-belt when on the bus, and life jackets and lifebuoys should be prepared on the boat.
- The Executive Committee should take a first-aid packet with them. If participants get slightly hurt on the trip, the Executive Committee should be able to deal with it.
- If severe accident happens, the Executive Committee members should immediately discontinue the trip and call 999 for help. The nearest hospital should be St. John hospital on Cheung Chau.

**Rundown**

- 9:20-9:30
  - Participants and the Executive Committee will gather at atrium. If all participants come, then we will leave at 9:30. We will wait for at most 10 minutes if someone has not come and will depart at 9:40.
- 9:30-11:00
  - During the one and an hours’ period, we will be on the journey, either on bus or on boat. The Executive Committee will shortly introduce the whole trip, and then play games with participants to let them get to know each other and not get bored.
- 11:00-12:30
  - The boat will arrive at the ferry pier at about 11:00. Then the Executive Committee will lead participants to some of the famous landscapes on the island, including Saigz Wan Tin Hau Temple and Cheung Po Tsai Cave.
- 12:30-14:00
  - Participants can buy local food, including fish balls, glutinous balls and so on, by themselves. They can also eat snacks brought by the Executive Committee.
- 14:00-16:00
  - Participants will continue their trip. They will go to beach part of the island and enjoy the sea. They can also buy souvenirs in the shops or enjoy biking on the island.
  - The Executive Committee will announce the closing of the trip at 16:00. A group photo will be taken. Participants can choose to go back to school or continue playing on the island based on their own decision.
- 19:00-20:30
  - CAO Jiaming will hold an evaluation meeting of the function.

**Preparation**

Deadline	Content	PIC(s)

<b>August 1<sup>st</sup></b>	First scouting of the location	CAO Jiaming CAO Liang LEI Yi
<b>August 1<sup>st</sup></b>	Apply for funds	CAO Liang
<b>August 1<sup>st</sup></b>	Apply for HLTH1010	CAO Liang
<b>August 4<sup>th</sup></b>	Second scouting of the location	CAO Jiaming CAO Liang LEI Yi
<b>August 24<sup>th</sup></b>	The last day apply for funds	CAO Liang
<b>August 31<sup>st</sup></b>	Check all the materials	CAO Jiaming CAO Liang LEI Yi
<b>September 1<sup>st</sup></b>	Design online registration forms	CAO Jiaming
<b>September 21<sup>st</sup></b>	Book the bus	CAO Liang
<b>September 21<sup>st</sup></b>	Prepare drinks and snacks	LEI Yi
<b>September 22<sup>nd</sup></b>	Send the reminder email	CAO Jiaming
<b>September 23<sup>rd</sup></b>	Evaluation meeting	CAO Jiaming

**Budget**

<b>Cash Outflow</b>	
<b>Drinks</b>	60 HKD
<b>Food</b>	200 HKD
<b>Transport Fee</b>	1100 HKD
<b>Total Outflow</b>	<u>1360 HKD</u>
<b>Cash Inflow</b>	
<b>Member Registration Fee</b>	22*40 HKD=880 HKD

<b>Non-member Registration Fee</b>	8*60 HKD=480 HKD
<b>Total Inflow</b>	<u>1360 HKD</u>

<b>Total Cash Flow</b>	<u><b>0 HKD</b></u>
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### 6.5. Chinese Folding Fan Workshop 叠扇藏鋒

**PIC**  
 -HU Qian

**VPIC**  
 -CAO Liang  
 -LEI Yi

- Objectives**
- To provide a platform for students from different countries to learn how to make folding fans and learn more about the culture behind the ancient Chinese fans
  - To make students interested in ancient Chinese culture and handwork
  - To let students make various works to express their creativity
  - To make members more interested in the workshop held by Chinese Folk Art Society

**Date**  
 -October 18<sup>th</sup> (Thur.)

**Time**  
 -19:00-21:00

**Venue**  
 -Room 2404 (TBC)

**Target Groups**  
 -Students who are interested in learning how to make Chinese folding fans and the tassels

- Students who are interested in traditional Chinese culture
- Students who are interested in the DIY function of CFAS
- Students who have interest in the history of Chinese fans' evolution

### **Expected Numbers of Participants**

- Members: 50
- Non-members: 20
- No walk-in

### **Registration Fee**

- Members: 40 HKD
- Non-members: 60 HKD
- No walk-in

### **Rundown**

-17:00-18:00

- All the Executive Committee will arrive at the classroom.
- The Executive Committee will make the following preparations:
  - Decorating the venue.
  - Setting the chairs and tables according to the floor plan.
  - Setting the projector, microphones, computers, wires and sound system and check them.
  - Placing the Chinese art paper, brush pens, frameworks of fans and tools on the table.
  - Attaching the ways of making fans and the tassels on every table.

-18:00-18:30

- MCs (MU Yiteng and CAO Jiaming) will rehearse the introduction of folding fans and briefly demonstrate procedures using the projector.
- LEI Yi and HU Qian will make the final check of the equipment (the projector, microphones, computers, wires, audio system).
- FANG Xingmian will check the tools used in the workshop.

-18:30-19:00

- LIU Ziao and MA Xueke will prepare for check-in.
- ZHUANG Xiang will play a video (introducing folding fan) for early-arrived participants.
- Other members of the Executive Committee will direct the participants to form a group of seven at each table.

-19:00-19:20

- MCs will get started and introduce the culture of traditional Chinese Folding fans.

-19:20-20:50

- At first, MCs will demonstrate how to use epoxy to make beautiful tassels.

- After making beautiful tassels, MCs will demonstrate how to make the folding fans and tell the participants to draw something on the fan during the period of fan-making.
  - Participants will follow the demonstration.
  - And the MCs will introduce the function of some required tools during the demonstration period.
  - Participants will be free to make their own special folding fans.
  - The Executive Committee will encourage the participants to show their beautiful fans and the tassels.
  - ZHUANG Xiang will control the background music to make participants happy and excited during that period.
  - ZHUANG Xiang will take photos of the function during the process.
  - There will be a member of Executive Committee sitting at each table to answer some questions and provide some possible help for the participants.
- 20:50-21:00
- Everybody will gather to take a photo in front of our CFAS photo board.
- 21:00-21:30
- Participants will leave and the Executive Committee will clean the venue.
- 21:30-22:00
- HU Qian will organize an evaluation meeting.

**Preparation**

Deadline	Content	PIC(s)
July 20 <sup>th</sup>	Buy some materials of making folding fans and tassels for testing	HU Qian
July 24 <sup>th</sup>	Prepare the sponsor list	FANG Xingmian
July 25 <sup>th</sup>	Check how to make the folding fans and the tassels	HU Qian
August 20 <sup>th</sup>	Book the venue and the promotion counter	HU Qian
September 12 <sup>th</sup>	Finish the first draft of the MCs’ script	CAO Jiaming MU Yiteng
September 12 <sup>th</sup>	Finish the first draft of the PPT and background music list	ZHUANG Xiang

<b>September 13<sup>th</sup></b>	Finish the first draft of the floor plan	CAO Liang
<b>September 13<sup>th</sup></b>	Finish the first draft of the leaflet and poster	LIN Chen TSE Mang Kwan
<b>September 13<sup>th</sup></b>	Finish the first draft of the reminder email	CAO Jiaming
<b>September 14<sup>th</sup></b>	First rehearsal	All ExcOs
<b>September 15<sup>th</sup></b>	Apply for HLTH 1010	CAO Liang
<b>September 15<sup>th</sup></b>	Finish the final version of the MCs' script	CAO Jiaming MU Yiteng
<b>September 15<sup>th</sup></b>	Finish the final version of the floor plan	CAO Liang
<b>September 15<sup>th</sup></b>	Finish the second draft of the PPT and background music	ZHUANG Xiang
<b>September 16<sup>th</sup></b>	Finish the second draft of the leaflet and poster	LIN Chen TSE Mang Kwan
<b>September 16<sup>th</sup></b>	Finish the second draft of the reminder email	CAO Jiaming
<b>September 16<sup>th</sup></b>	Order the materials online	LIU Ziao
<b>September 18<sup>th</sup></b>	Finish the final version of the PPT and background music	ZHUANG Xiang
<b>September 18<sup>th</sup></b>	Finish the final version of the leaflet and poster	LIN Chen TSE Mang Kwan
<b>September 18<sup>th</sup></b>	Finish the final version of the reminder email	CAO Jiaming
<b>October 6<sup>th</sup></b>	Print the leaflet and the poster	LEI Yi
<b>October 9<sup>th</sup></b>	Check that all materials needed are present	LEI Yi
<b>October 14<sup>th</sup></b>	Second rehearsal	All ExcOs
<b>October 17<sup>th</sup></b>	Send the reminder email	CAO Jiaming



**Budget**

Cash Outflow	
Decoration	30 HKD
Frameworks of fans	100*8 HKD=800 HKD
Brush	60*5 HKD=300 HKD
Leaflet	340 HKD
Poster	45 HKD
Chinese Art Paper	250 HKD
Table Cloth	20 HKD
Glue	100 HKD
Shipping Cost	50 HKD
Epoxy	80 HKD
Tassel	150 HKD
Total Outflow	<u>2165 HKD</u>
Cash Inflow	
Member Registration Fee	50*40 HKD=2000 HKD
Non-member Registration Fee	20*60 HKD=1200 HKD
Total Inflow	<u>3200 HKD</u>
Total Cash Flow	<u>1035 HKD</u>

6.6. Subsidiary-Committee Function

6.6.1. NORMAL WORK

PIC

-MU Yiteng

VPIC

-FANG Xingmian

-CHAN Tsz Ho

Preparation

Date	Content	PIC(s)
August 31 <sup>st</sup>	Book a counter for promotion	HU Qian
August 31 <sup>st</sup>	Book venue for meetings of different sections for Sub-coms	HU Qian
August 31 <sup>st</sup>	First draft of Sub-com function briefing PPT and modification	MU Yiteng ZHUANG Xiang
September 14 <sup>th</sup>	Final draft of Sub-com function briefing PPT	MU Yiteng ZHUANG Xiang
September 20 <sup>th</sup>	First meeting about Sub-com function for Sub-coms to attend	All ExcOs
September 22 <sup>nd</sup> -October 31 <sup>st</sup> (TBD)	Regularly contact with PIC and VPICs and assist Sub-coms	All ExcOs
September 22 <sup>nd</sup> -October 31 <sup>st</sup> (TBD)	Participate in most Sub-com function meetings and do proper instructions	All ExcOs
October 20 <sup>th</sup> (TBD)	Attend the first rehearsal	All ExcOs

<b>October 20<sup>th</sup> (TBD)</b>	Arrange the evaluation meeting of the first rehearsal	All ExcOs
<b>October 27<sup>th</sup> (TBD)</b>	Attend the second rehearsal	All ExcOs
<b>October 27<sup>th</sup> (TBD)</b>	Arrange the evaluation meeting of the second rehearsal	All ExcOs
<b>October 31<sup>st</sup> (TBD)</b>	Hold the evaluation meeting of Sub-com function	All ExcOs

**6.6.2. Peking Opera Mask Workshop (Backup for the Subsidiary-Committee Function) 八面玲瓏**

**PIC**

-MU Yiteng

**VPIC**

-CHAN Tsz Ho

- FANG Xingmian

**Objectives**

- To introduce the history of Peking Opera and the unique features of Peking Opera Mask
- To admire the charm of Peking Opera
- To teach participants the procedures and rules of making Peking Opera Mask and help participants to make their own masks
- To provide an opportunity for students from diverse cultural background to communicate with each other about colorful cultures and spread the quintessence of Chinese culture to students especially freshmen

**Date**

-November 4<sup>th</sup> (Sun.)

**Time**

-15:00-18:00

**Venue**

-Common Room 3(TBC)

**Target Group**

-All students who have interest in Chinese culture especially in Peking Opera

**Registration Fee**

-Members: 30 HKD

-Non-members: 50 HKD

-Walk-in: 60 HKD

**Expected Numbers of Participants**

-Members: 35

-Non-members: 10

-Walk-in: 5

**Rundown**

-13:00-14:00

-All the ExcOs gather at Common Room 3 to do the set-up, which includes:

1. Checking and setting the stage and projector, computer, wires and sounding system.
2. Setting the chairs, tables according to the venue arrangement and distributing the materials and tools (e.g. blank masks, brushes, pigment) for making masks for different groups on the tables.

-14:00-15:00

-All the ExcOs decorate the site.

-CAO Jiaming and LIU Ziao will hold the counter for check-in and record the requirements for HLTH1010

-ZHUANG Xiang will be responsible for playing Peking Opera videos prepared previously to warm up.

-MCs will be responsible for settling down of participants and keep the site in order.

-15:00-15:30

-MCs will give a warm welcome to the participants and make an introduction of the Peking Opera Mask through a briefing PPT

-HU Qian and CAO Liang will present the demonstrations step by step.

-ZHUANG Xiang will be responsible for the PowerPoint and the background music.

-Other ExcOs will take pictures to record the activity.

-15:30-17:30

-Other ExcOs will guide the participants of different tables according to their different requirements and questions.

-Participants will make masks in groups of 5

- HU Qian and LEI Yi will offer medical aid in case of emergency.
- 17:30-18:00
  - Participants will finish their work and show their masks.
  - ZHUANG Xiang will take pictures for participants altogether with their works.
- 18:00-19:00
  - All the participants will leave.
  - All the ExcOs will do the clean-up.
- 19:00-20:00
  - MU Yiteng will be in charge of the evaluation meeting.

**Preparation**

Date	Content	PIC(s)
August 20 <sup>th</sup>	Find sponsors	FANG Xingmian
August 25 <sup>th</sup>	Finish ordering and buying all the workshop materials	LIU Ziao
August 31 <sup>st</sup>	Finish the designs of poster and leaflet	LIN Chen TSE Mang Kwan
August 31 <sup>st</sup>	Finish the introduction PowerPoint and warm-up videos	ZHUANG Xiang
September 3 <sup>rd</sup>	Book the venue and promotion counter	HU Qian
September 7 <sup>th</sup>	Apply for HLTH 1010	CAO Liang
September 10 <sup>th</sup>	All the ExcOs learn the procedures of basic Peking Opera Masks making	FANG Xingmian MU Yiteng
September 17 <sup>th</sup>	Arrange the first rehearsal	MU Yiteng
September 17 <sup>th</sup>	Hold the first evaluation meeting	MU Yiteng
September 30 <sup>th</sup>	Finish the final versions of MC script	CAO Jiaming MU Yiteng
October 5 <sup>th</sup>	Arrange the second rehearsal	MU Yiteng

<b>October 5<sup>th</sup></b>	Hold the second evaluation meeting	MU Yiteng
<b>October 14<sup>th</sup></b>	Finish the final version of the post on WeChat and promotion email	CAO Jiaming MU Yiteng
<b>October 16<sup>th</sup>-21<sup>st</sup></b>	Promote the function at the counter (all the Excocs and Sub-coms)	CAO Jiaming MU Yiteng
<b>October 27<sup>th</sup></b>	Email, WeChat and Facebook promotion	CAO Jiaming MU Yiteng
<b>November 4<sup>th</sup></b>	Evaluation meeting	MU Yiteng

**Budget**

Cash Outflow	
Blank Mask with Watercolor	254 HKD
Brush	176 HKD
Pencil	35 HKD
Scissors	35 HKD
Glue	25 HKD
Cups	10 HK
Flash powder（閃光粉）	31 HKD
Guide for Mask Decoration	100 HKD
Poster	45 HKD
Leaflet	295 HKD
Shipping Fee	100 HKD
Easy Stand	90 HKD
Total Outflow	<u>1196 HKD</u>

Cash Inflow	
Member Registration Fee	35*30 HKD=1050 HKD
Non-member Registration Fee	10*50 HKD=500 HKD
Walk-in Registration Fee	5*60 HKD=300 HKD
Total Inflow	<u>1850 HKD</u>

Total Cash Flow	<u>654 HKD</u>
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### 6.7. Who is the next top chef? 廚神爭霸之食貫中西

**PIC**

-MA Xueke

**VPIC**

-MU Yiteng

-ZHUANG Xiang

**Objectives**

- To introduce traditional food from different countries and regions, and enhance the students' intercultural experience
- To provide a wonderful chance for students to make acquaintance of people of the same interest and create a relaxing atmosphere
- To create a platform for those who love cooking to show their skills and develop their skills of teamwork

**Date**

-November 15<sup>th</sup> (Thur.)

**Time**

-18:30-21:30

**Venue**

-LG7 Golden Rice Bowl

**Target Groups**

- Students, alumni and HKUST staff who are interested in cooking and the art of cuisine
- Students, alumni and HKUST staff who would like to appreciate authentic and delicious cuisine

**Expected Number of Participants**

- 8 teams: Each team has one head chef, one sous chef and two to three helpers.
- Judge: 90
  - Members: 70
  - Non-members: 15
  - Walk-in: 5

**Registration Fee**

- Judge:
  - Members: 50 HKD
  - Non-members: 70 HKD
  - Walk-in: 80 HKD
- Chef: Free of charge
- Sous chef: Free of charge
- Helper: Free of charge

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

- Counter
- Email
- Easy-stand
- Leaflets, posters
- Post on the Internet (Facebook, WeChat, email)
- An online voting activity for most expected dishes and recommendation of the best approach to cuisines on or nearby campus (on WeChat and Facebook)
- A mascot of panda, representing both Chinese traditional culture and how someone from outside Chinese culture might intercept Chinese culture. (The mascot will appear on leaflets, posters and easy-



stand, and there will be a toy figure of panda at the counter and the decoration will contain pandas.)

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

- Among eight teams, there should be at least one international and one local team.
- Each team consists of at least four and at most five participants: a chef, a sous chef and two to three helpers.
- Each team can be refunded a maximum of 250 HKD. Expenses exceeding the stated amount will not be covered.
- Each team needs to bring their own cookers to the competition.
- The team should retain their receipts as evidence of their purchases.
- Each team should provide its team name and slogan in both English and Chinese (Chinese is not required for international teams).
- Each team should provide its team information to the CFAS Executive Committee on or before November 3<sup>rd</sup>.
- Each team is required to name their dishes and send them via email to the CFAS Executive Committee on or before November 5<sup>th</sup>.
- Teams are officially qualified for the competition after being informed through email or phone.
- Each team should complete five dishes. They are two hot dishes, two cold dishes and one appetizer.
- Appetizers can be prepared beforehand but they have to be finished at the competition site. There will be a deduction of points if the dish does not need much effort to finish at the site. The appetizers should be presented at 19:00 just when the competition begins.
- The eight teams will be divided into two sequences of cooking: Four teams will belong to sequence A and the other four teams will belong to sequence B.
- Sequence A: Appetizer--Hot dish 1---Cold dish 1 ---Hot dish 2---Cold dish 2
- Sequence B: Appetizer--Cold dish 1---Hot dish 1---Cold dish 2---Hot dish 2
- Teams are suggested to arrive at LG7 on and before 18:15 and will be disqualified if they fail to show up at 18:40.

## **3. Voting Mechanism**

- All judges can vote.
- Each judge will receive a ticket, three parts of which can be torn off and put in the voting box of each team. The top three will be the winners of the prizes.
- The judges should vote for three teams after tasting by putting the ticket in the box each team has. The three tickets of each judge must be distributed to three different teams. Each Executive Committee member assigned to the group will see to that.
- There will be a stamp at each counter of the teams, which judges can use to vote for a dish that they recommend. When the competition is almost over, the Executive Committee will count the stamps and decide which dish to be put into the PPT.

#### **4. Game Flow**

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

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

##### **B. Competition**

- Each dish must be finished within half an hour. Once each dish is finished, the team members should inform the MCs via other Excors who are in charge of the teams to call on the judges to taste the dish.
- All teams will finish two cold dishes, two hot dishes and one appetizer.
- Competitors are required to provide a hot dish recognized as a combination of both Chinese and English elements.

##### **C. Vote Counting**

- As there will be 8 boxes containing tickets for eight teams, there will be a vote counting session after all the teams have finished all the dishes. There will be a PPT displayed, showing highlighted moments throughout the competition, and some beautiful pictures of the most-welcomed dishes. At the same time, two Executive Committee members will be in charge of supervising all the counting.
- MCs will announce the results after each counting and the PPT will display the number simultaneously.

##### **D. Awards**

- One “Grand Master of Cook Award”, one “Great Warrior Award” and one “Swordsman Award” will be awarded for the three teams that have the top three votes.
- There will be five special awards for the teams (excluding the top three winning teams) whose styles are original, or the designs of the dishes are attractive.
- There will be a brief awarding ceremony for all the winning teams after the competition.

##### **E. Refreshments**

- The refreshment will be served when the competition begins, and will stop only when all judges have finished with their votes. After the competition is started, they can enjoy the refreshments freely.
- Refreshment will be provided and two Executive Committee members will be in charge. The contents will include: cold rice noodles, spicy hot pot, Milk coconut cake, tiramisu, egg tarts, chicken wings, plum syrup, milk tea, fruits and juice.

##### **F. Food Safety**

- All refreshments and raw materials provided by the Executive Committee will be purchased from qualified restaurants or stores after cautious selection, with receipt and other written materials to

record the source of the food and guarantee its safety.

-All participants will be required to fill in a form to provide information about what food they are allergic to and their relevant experience. All the teams are required to inform the Executive Committee what ingredients their dishes will include. The Executive Committee will collect the information and warn relevant judges before and in the competition. Certain ingredients that may cause allergic reactions will be reminded during the competition.

-One emergency person (MA Xueke) will be ready in case of any emergencies and be in charge of contacting medical establishments.

## **Rundown**

-15:00-16:30

-Excocs will arrive at LG7 restaurant and prepare for the competition.

-LEI Yi will oversee the rearranging of the tables and chairs to get a suitable place for competition and set up the counters.

-FANG Xingmian and MU Yiteng will be in charge of preparing the materials of counters, fruits, tableware, rubbish bags and first-aid case.

-HU Qian will be in charge of the electricity circuit and ensure the stability of electricity supply for cooking.

-ZHUANG Xiang will be in charge of preparing and testing the projector, the microphone, the computer, PPT and audio system.

-LIN Chen and TSE Mang Kwan will be in charge of sticking the teams' posters on the notice boards.

-CAO Liang will be in charge of sticking the directing stickers on the door of LG7 and the ground.

-CAO Jiaming and LIU Ziao will be in charge of setting up the check-in counter and preparing receipts, stickers, registration lists, the safe box and change.

-16:30-17:30

-All the Excocs will gather at LG7 and check the preparation of the rubbish bags, the liquidizers, the awards and notice boards.

-CHAN Tsz Ho and HU Qian will prepare the counters for refreshments and arrange the electricity devices.

-MA Xueke will check the tasks in the last timeslot.

-CAO Liang and LEI Yi will be in charge of sticking the wires to the ground in case of safety problems and checking the stability of the electricity supply.

-MCs will check the electronic devices and PPT for the last time with the help of ZHUANG Xiang.

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

-17:30-18:00

-ZHUANG Xiang will test the PPT, the background music and ready for taking photos.

-LIU Ziao will be in charge of preparing for check-in for judges and cooks.

-FANG Xingmian and TSE Mang Kwan will be in charge of examining the counters and begin to prepare the refreshments.

-18:00-18:20

-Cooks can start checking-in.

-MA Xueke will be in charge of arranging the teams and each team will be assigned with an Executive Committee member to give them a briefing of the rules and also supervise the teams throughout the function in case of violating the regulations.

-18:20-18:45

-Judges can start checking-in.

-GAO Xin will distribute a set of dishware to each judge right after they check in.

-LIU Ziao will be in charge of judges' checking-in and will be responsible for charging the walk-in judges.

-Each team will begin to cook according to the sequence at 18:30.

-18:45-19:00

-MCs (MU Yiteng for Chinese and CAO Jiaming for English) will host the opening ceremony.

-Each team will introduce their name and dishes names briefly. They can persuade judges to vote for them.

-When the competition begins, each team will be accompanied and supervised by a member of the Executive Committee to maintain order.

-The competition will officially begin at 19:00.

-19:00-21:00

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

-Once the team finishes a dish, the Executive Committee should maintain the order and remind the judges to vote.

-ZHUANG Xiang will be in charge of taking photos and completing the PPT that will be played during the ticket counting part.

-TSE Mang Kwan will be in charge of live broadcasting.

-21:00-21:30

-The Executive Committee members will count each team's tickets and determine the ranking.

-ZHUANG Xiang will be in charge of playing a PPT that contains every dish every team cooked during the ticket-counting period.

-MCs will announce the final result and present the awards to the winning teams.

-GAO Xin will present the awards. ZHUANG Xiang will be in charge of taking the photos for GAO Xin and the winning teams.

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

-21:30-23:00

- HU Qian and LEI Yi should be responsible for returning the borrowed equipment, and other Executive Committee members will restore the LG7 restaurant to its original state.
- The Executive Committee will do the cleaning.

-23:00-23:30

- MA Xueke will hold an evaluation meeting of the competition.

**Preparation**

Deadline	Content	PIC(s)
September 15 <sup>th</sup>	Book the counter	HU Qian
September 20 <sup>th</sup>	Negotiate with Golden Rice Bowl to reserve the venue for the competition.	HU Qian
September 20 <sup>th</sup>	Prepare the shopping list for materials	MA Xueke MU Yiteng ZHUANG Xiang
September 20 <sup>th</sup>	Design the venue plan	MA Xueke
September 30 <sup>th</sup>	Finish the first draft of the leaflet	LIN Chen TSE Mang Kwan
October 6 <sup>th</sup>	Finish the first draft of the poster and easy-stand	LIN Chen TSE Mang Kwan
October 8 <sup>th</sup>	Draft the online registration forms	CAO Jiaming
October 9 <sup>th</sup>	Finish the first draft of the Internet promotion materials (Including WeChat, Facebook and emails)	CAO Jiaming MU Yiteng ZHUANG Xiang
October 10 <sup>th</sup>	Apply for HLTH1010	CAO Liang
October 10 <sup>th</sup>	Draft the list for refreshment	FANG Xingmian LIU Ziao
October 11 <sup>th</sup>	Finish the second draft of the easy-stand and poster	LIN Chen TSE Mang Kwan

<b>October 13<sup>th</sup></b>	Finish the second draft of the leaflet	LIN Chen TSE Mang Kwan
<b>October 14<sup>th</sup></b>	Get sponsorship for refreshment and other materials	FANG Xingmian
<b>October 23<sup>rd</sup></b>	Print the forms for the competing teams	LEI Yi
<b>October 23<sup>rd</sup></b>	Finish the second draft of the Internet promotion materials (Including WeChat, Facebook, and emails)	MU Yiteng ZHUANG Xiang CAO Jiaming
<b>October 23<sup>rd</sup></b>	Start purchasing the materials	LIU Ziao
<b>October 26<sup>th</sup></b>	Finish the first draft of the MCs' script	MU Yiteng
<b>October 26<sup>th</sup>– October 30<sup>th</sup></b>	Begin the online promotion of recruiting the cooking teams	MU Yiteng ZHUANG Xiang
<b>October 30<sup>th</sup></b>	Finish the timetable for counter sitting	CAO Jiaming
<b>October 30<sup>th</sup>– November 2<sup>nd</sup></b>	Sit counter and promote to recruit cooking teams	All ExcOs
<b>November 2<sup>nd</sup></b>	Collect the information of the teams with forms	CAO Jiaming
<b>November 2<sup>nd</sup></b>	Finish the final version of the leaflet, easy-stand and poster	LIN Chen TSE Mang Kwan
<b>November 2<sup>nd</sup></b>	Finish the first draft of the ticket	LIN Chen
<b>November 2<sup>nd</sup></b>	Finish the first draft of the PPT and the background music list	ZHUANG Xiang
<b>November 2<sup>nd</sup></b>	Finish first draft for the certificates	MA Xueke TSE Mang Kwan
<b>November 2<sup>nd</sup></b>	Finish the MCs' script	MU Yiteng
<b>November 3<sup>rd</sup></b>	Confirm the information of the teams	MA Xueke
<b>November 4<sup>th</sup></b>	Collect the information of dishes for each team	CAO Jiaming

<b>November 4<sup>th</sup></b>	Finish the second draft of the ticket	LIN Chen
<b>November 4<sup>th</sup></b>	Print the leaflets, easy-stand, posters and stickers	LEI Yi
<b>November 5<sup>th</sup>– November 9<sup>th</sup></b>	Sit counter and promote for judges	All Excors
<b>November 6<sup>th</sup></b>	Finish the final version of the ticket	LIN Chen
<b>November 6<sup>th</sup></b>	Finish the second draft of the PPT and the background music list	ZHUANG Xiang
<b>November 7<sup>th</sup></b>	Finish the first draft of the reminder email	CAO Jiaming
<b>November 7<sup>th</sup></b>	Print the tickets	LEI Yi
<b>November 9<sup>th</sup></b>	Finish purchasing the materials in Hong Kong	LEI Yi
<b>November 9<sup>th</sup></b>	Finish the final version of the PPT and the background music list	ZHUANG Xiang
<b>November 10<sup>th</sup></b>	Rehearse the event in a common room	All Excors
<b>November 10<sup>th</sup></b>	Finish the second draft of the reminder emails	CAO Jiaming
<b>November 10<sup>th</sup></b>	Finish final version for the certificates	MA Xueke TSE Mang Kwan
<b>November 12<sup>th</sup></b>	Find and talk with the manager or technicians of LG7 and ensure the electricity supply is stable to maintain wires, projector, sound system, PPT and microphones	FANG Xingmian HU Qian
<b>November 12<sup>th</sup></b>	Finish final version of the reminder emails	CAO Jiaming
<b>November 12<sup>th</sup></b>	Remind all the teams to prepare for the competition by sending email or calling	CAO Jiaming MA Xueke

<b>November 13<sup>th</sup></b>	Second rehearsal with more team information provided	MA Xueke
<b>November 14<sup>th</sup></b>	Remind all the teams to bring all their materials by sending WeChat messages, email or calling	CAO Jiaming MU Yiteng ZHUANG Xiang
<b>November 14<sup>th</sup></b>	Remind the judges to attend the competition by email	CAO Jiaming
<b>November 15<sup>th</sup></b>	Hold an evaluation meeting	MA Xueke

**Materials Needed**

<b>Item</b>	<b>Purpose</b>	<b>Quantity</b>
<b>Tables (桌子)</b>	Provide space for cooking and refreshments	23(16 for teams 4 for refreshments 3 for counters)
<b>Chairs (椅子)</b>	For judges and cooking teams	95
<b>Induction Cookers (電磁爐)</b>	Each team should bring their own cooker. The Executive Committee will prepare two to keep the refreshments warm.	2
<b>Projector (放映機)</b>	To play the introduction PPT	1
<b>Microphones (麥克風)</b>	For MCs to host the competition	3
<b>Disposable Tableware (一次性餐具)</b>	For judges to enjoy the dishes	220
<b>Notice Boards</b>	For competitors to stick their posters, and block the tables and irrelevant stuff from sight	14
<b>Plates (餐盤)</b>	For cooking teams	40
<b>Audio System (音響)</b>	Play the background music	1



<b>First-Aid Kit</b> (醫藥箱)	In case of accidents	3
<b>Direction Stickers</b> (引路標識)	Lead members to the competition area	5
<b>Plum Syrup</b> (酸梅湯)	For judges to drink	The amount of 80 people
<b>Milk Tea(奶茶)</b>	For judges to drink	The amount of 80 people
<b>Fruits(水果)</b>	For judges to eat	The amount of 60 people
<b>Tiramisu</b> (提拉米蘇)	For judges to eat	The amount of 80 people
<b>Egg Tarts(蛋撻)</b>	For judges to eat	The amount of 60 people
<b>Milk Coconut Cake</b> (牛奶椰汁糕)	For judges to eat	The amount of 80 people
<b>Spicy Hot Pot</b> (麻辣燙)	For judges to eat	The amount of 80 people
<b>Cold Rice Noodles(涼皮)</b>	For judges to eat	The amount of 80 people
<b>Chicken Wings</b> (雞翼)	For judges to eat	The amount of 80 people
<b>Patch boards</b> (插綫板)	For powering the cookers and the induction cookers for refreshments	6

**Budget**

Cash Outflow	
Poster	45 HKD
Easy-stand	90 HKD
Leaflet	340 HKD
Fruits	234 HKD

Cold Rice Noodle		100 HKD
Spicy Hot Pot		500 HKD
Tiramisu		300 HKD
Egg Tarts		250 HKD
Chicken Wings		100 HKD
Plum Syrup		90 HKD
Milk Tea		200 HKD
Napkins		50 HKD
Disposable Table Cloth		20 HKD
Disposable Gloves		10 HKD
Garbage Bag		10 HKD
Decoration		120 HKD
Drinks		300 HKD
Tickets		40 HKD
Prize	First Prize-Air Fryer	500 HKD
	Second Prize-Pan	200 HKD
	Third Prize-Kitchen Utensils	123 HKD
	Fourth Prize-The Oven Heat Insulation Gloves	5*40 HKD=200 HKD
Refund for Cooking Teams		8*250 HKD=2000 HKD
Total Outflow		<u>5822 HKD</u>
Cash Inflow		
Member Registration Fee		70*50 HKD=3500 HKD
Non-member Registration Fee		15*70 HKD=1050 HKD

Walk-in Registration Fee	5*80 HKD=400 HKD
Total Inflow	<u>4950 HKD</u>

  

Total Cash Flow	<u>-872 HKD</u>
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7. Regular Function (Purchase for You)

PIC  
-LIU Ziao

Objectives  
-To promote Chinese food and provide the opportunity for members to try these foods conveniently  
-To introduce the Chinese food culture to CFAS members and other people

Date  
-April 16<sup>th</sup> (Mon)-20<sup>th</sup> (Fri)  
-October 8<sup>th</sup> (Mon)-12<sup>th</sup> (Fri)  
-October 29<sup>th</sup> (Mon)-November 2<sup>nd</sup> (Fri) (TBC)

Venue  
-Promotion counters

Target Groups  
-People who are foodies or who would like to try special Chinese food

Content  
-Before April 15<sup>th</sup>  
-The Executive Committee will confirm the product to purchase. Before each purchasing function, we will let members choose one or two preferred products by sending them emails. We choose the most popular one to buy for the members. Also, we will send Emails with regard to purchase

service to all members so as to remind them of this traditional activity of CFAS.

-On April 16<sup>th</sup>-20<sup>th</sup>

-Both members and non-members who are interested in the food which we purchase can buy the food which we prepare for early access. The early access' quota is 20. All buyers cannot occupy over 2 quotas. During this period, we also receive the registration of the both members and non-members who are interested in the food which we purchase. The quota of the registration will be announced at the beginning of the function.

-On April 21<sup>st</sup>

-PIC will contact the factories again to confirm the order.

-Before April 26<sup>th</sup>

-The Executive Committee will set a counter to divide food to people who have participated (There will be a reminder email before the first dividing day).

-Before October 7<sup>th</sup>

-The Executive Committee will confirm the product to purchase. Before each purchasing function, we will let members choose one or two preferred products by sending them emails. We choose the most popular one to buy for the members. Also, we will send Emails with regard to purchase service to all members so as to remind them of this traditional activity of CFAS.

-On October 8<sup>th</sup>-12<sup>th</sup>

-Both members and non-members who are interested in the food which we purchase can buy the food which we prepare for early access. The early access' quota is 20. All buyers cannot occupy over 2 quotas. During this period, we also receive the registration of the both members and non-members who are interested in the food which we purchase. The quota of the registration will be announced at the beginning of the function.

-On October 13<sup>th</sup>

-The PIC will contact the factories again to confirm the order.

-Before October 20<sup>th</sup>

-The Executive Committee will set a counter to divide food to people who have participated (There will be a reminder email before the first dividing day).

**Preparation**

Deadline	Content	PIC(s)
April 1 <sup>st</sup> -3 <sup>rd</sup>	Have a meeting to brainstorm for goods to be purchased	All ExcOs
April 1 <sup>st</sup> -3 <sup>rd</sup>	Vote for goods to be purchased and decide which food should be purchased	All ExcOs

<b>April 4<sup>th</sup></b>	Buy the specimen of food we decide to purchase	LIU Ziao
<b>April 7<sup>th</sup></b>	Try the specimen and confirm the food to purchase	All Exco
<b>April 8<sup>th</sup></b>	Negotiate with vendor for a lower price	FANG Xingmian LIU Ziao
<b>April 9<sup>th</sup></b>	Book counter	HU Qian
<b>April 9<sup>th</sup></b>	Send an email to all members to inform the function and invite to vote for the goods to purchase	CAO Jiaming
<b>April 11<sup>th</sup></b>	Count the result	ZHUANG Xiang
<b>April 11<sup>th</sup></b>	Design Google form for registration	CAO Jiaming
<b>April 12<sup>th</sup></b>	Send an email to all members to inform the results	CAO Jiaming
<b>April 15<sup>th</sup></b>	Promote on WeChat and Facebook.	MU Yiteng
<b>April 16<sup>th</sup>-20<sup>th</sup></b>	Register and charge those who order. Sell the early access	The one who sits counter
<b>April 21<sup>st</sup>-23<sup>rd</sup></b>	Count and check the money	LIU Ziao
<b>April 24<sup>th</sup></b>	Contact with the factory and purchase	LIU Ziao
<b>April 27<sup>th</sup>-30<sup>th</sup></b>	Get and store the goods	HU Qian LEI Yi
<b>April 27<sup>th</sup></b>	Book counter	HU Qian
<b>April 29<sup>th</sup>-May 8<sup>th</sup></b>	Send an email to members to inform them to get the food	CAO Jiaming
<b>April 29<sup>th</sup>-May 8<sup>th</sup></b>	Distribute the food at counter	All ExcOs
<b>August 13<sup>th</sup>-15<sup>th</sup></b>	Have a meeting to brainstorm for goods to be purchased	All ExcOs

<b>August 13<sup>th</sup>-15<sup>th</sup></b>	Vote for goods to be purchased and decide which food should be purchased	All ExcOs
<b>August 16<sup>th</sup></b>	Buy the specimen of food we decide to purchase	LIU Ziao
<b>August 20<sup>th</sup></b>	Try the specimen and confirm the food to purchase	All Exco
<b>September 27<sup>th</sup></b>	Negotiate with vendor for a lower price	FANG Xingmian LIU Ziao
<b>September 27<sup>th</sup></b>	Book counter	HU Qian
<b>September 27<sup>th</sup></b>	Send an email to all members to inform the function and invite to vote for the goods to purchase	CAO Jiaming
<b>September 29<sup>th</sup></b>	Count the result	ZHUANG Xiang
<b>September 29<sup>th</sup></b>	Design Google form for registration	CAO Jiaming
<b>October 7<sup>th</sup></b>	Send an email to all members to inform the results	CAO Jiaming
<b>October 7<sup>th</sup></b>	Promote on WeChat and on Facebook	MU Yiteng
<b>October 8<sup>th</sup>-12<sup>th</sup></b>	Register and charge those who order and sell the early access	The one who sits counter
<b>October 13<sup>th</sup>-14<sup>th</sup></b>	Count and check the money	LIU Ziao
<b>October 15<sup>th</sup></b>	Contact with the factory and purchase	LIU Ziao
<b>October 17<sup>th</sup>-20<sup>th</sup></b>	Get and store the goods	HU Qian LEI Yi
<b>October 17<sup>th</sup>-20<sup>th</sup></b>	Send email to members to inform them to get the food	CAO Jiaming
<b>October 17<sup>th</sup>-20<sup>th</sup></b>	Distribute the food at counter	All ExcOs

**Budget**

Cash Outflow	
Food	7850 HKD
Shipping Fee	1300 HKD
Total Outflow	<u>9150 HKD</u>
Cash Inflow	
Revenue	10500 HKD
Total Inflow	<u>10500 HKD</u>
Total Cashflow	<u>1350 HKD</u>

**8. Promotion and Recruitment**

**8.1. Subsidiary-Committee Recruitment**

**PIC**

-GAO Xin

**Date of Interviews**

-September 1<sup>st</sup>-2<sup>nd</sup>

**Time**

-10:00-18:00

**Venue of the Interviews**

-LG5 Conference Room

**Content**

- Promotion will begin as the freshmen students enter campus.
- An information session will be held in summer, for the purpose of promoting the society. During the information session, the Executive Committee members will introduce CFAS, along with informative brochures, PPT, and video.
- Emails with promotion purpose will be sent to freshmen.
- The interview will be promoted through online articles and other means.
- Interviews assess the eligibility of the Subsidiary-Committee applicants.
- The society will recruit 28 Subsidiary-Committee members.

**Preparation**

Deadline	Content	PIC(s)
Spring Semester of 2018-2019	Attend the meeting of MSSSUG and stay informed of its plan	CHAN Tsz Ho GAO Xin MA Xueke
May 26 <sup>th</sup>	Finish the first draft of the promotion brochure	LIN Chen TSE Mang Kwan
June 1 <sup>st</sup>	Finish the final version of the promotion brochure	LIN Chen TSE Mang Kwan
June 27 <sup>th</sup>	Book the venue for rehearsal, interviews, and first Sub-com meeting	HU Qian
July 1 <sup>st</sup>	Finish the first draft of the PPT	ZHUANG Xiang
July 7 <sup>th</sup>	Finish the second draft of the PPT	ZHUANG Xiang
July 15 <sup>th</sup>	Finish the final draft of the PPT	ZHUANG Xiang
July 15 <sup>th</sup>	Finish the first draft of the promotion email	CAO Jiaming
July 20 <sup>th</sup>	Finish the second draft of the promotion email	CAO Jiaming
July 22 <sup>nd</sup>	Finish the final version of the promotion email	CAO Jiaming



<b>July 22<sup>nd</sup></b>	Finish the first version of the interview questions	All Excors
<b>July 31<sup>st</sup></b>	Finish the final version of the interview questions	All Excors
<b>August 2<sup>nd</sup></b>	Finish the first draft of WeChat Article	MU Yiteng
<b>August 6<sup>th</sup></b>	Finish the second draft of WeChat Article	MU Yiteng
<b>August 14<sup>th</sup></b>	Finish the final version of WeChat Article	MU Yiteng
<b>August 15<sup>th</sup></b>	Finish the Subsidiary-Committee online application form	ZHUANG Xiang
<b>August 28<sup>th</sup></b>	Rehearse for the interview	All Excors
<b>September 1<sup>st</sup>-2<sup>nd</sup></b>	Interview	All Excors
<b>September 3<sup>rd</sup></b>	The first meeting of the Subsidiary-Committee	All Excors

**Budget**

<b>Cash Outflow</b>	
<b>Brochure</b>	100 HKD
<b>Leaflet</b>	295 HKD
<b>Guidepost</b>	6 HKD
<b>Name Plate</b>	5 HKD
<b>Application Form</b>	30 HKD
<b>Total Outflow</b>	<u>436 HKD</u>
<b>Total Cash Flow</b>	<u><b>-436 HKD</b></u>

## **8.2. Orientation Week**

### **PIC**

-GAO Xin

### **Objectives**

- To promote CFAS and the 14<sup>th</sup> Executive Committee to all students
- To promote the upcoming functions of the CFAS Week and to enlarge the influence of CFAS
- To recruit new members

### **Date**

-September 3<sup>rd</sup>-7<sup>th</sup> and September 10<sup>th</sup>-14<sup>th</sup>

### **Time**

-9:00-18:00

### **Venue**

- CFAS Counter
- Atrium

### **Expected Number of Members**

- 150 Full Members
- 5 Two-Year Members
- 15 One-Year Members
- 30 Exchange Members

### **Registration Fee**

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

### **Content**

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

**Preparation**

Deadline	Content	PIC(s)
June 28 <sup>th</sup>	Finish the first draft of the society T-shirt	TSE Mang Kwan
July 1 <sup>st</sup>	Finish the second draft of the society T-shirt	TSE Mang Kwan
July 2 <sup>nd</sup>	Brainstorm the souvenirs to be put in the package	All ExcOs
July 8 <sup>th</sup>	Confirm the souvenirs to be put in the package	All ExcOs
July 15 <sup>th</sup>	Finish the final version of the society T-shirt	TSE Mang Kwan
July 30 <sup>th</sup>	Purchase the society T-shirt	LIU Ziao
July 30 <sup>th</sup>	Purchase the materials	LIU Ziao

**Budget**

Cash Outflow	
Society T-shirt	50*40 HKD=2000 HKD
Society Paper	1040 HKD
Society Folder	2054 HKD
Souvenirs	1500 HKD
Total Outflow	<u>6594 HKD</u>
Cash Inflow	
Full Membership Fee	150*160 HKD=24000 HKD
Two-Year Membership Fee	5*100 HKD=500 HKD
One-Year Membership Fee	15*60 HKD=900 HKD

<b>Exchange Membership Fee</b>	30*50 HKD=1500 HKD
<b>Society Paper</b>	20*2 HKD=40 HKD
<b>Society Folder</b>	5*4 HKD=20 HKD
<b>Society T-shirt</b>	3*50 HKD=150 HKD
<b>Total Inflow</b>	<u>27110 HKD</u>

<b>Total Cash Flow</b>	<u><b>20516 HKD</b></u>
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## 9. Information Session

### PIC

-GAO Xin

### Objectives

- To recruit students who are interested in running CFAS as the 15<sup>th</sup> Executive Committee
- To introduce CFAS and its goals
- To introduce each position formally so the students could be more informed when they choose positions
- To share the experience of running the society as the 14<sup>th</sup> Executive Committee so the students can understand the responsibility of becoming a member of the Executive Committee of CFAS
- To enlarge the influence of CFAS

### Date

-November 3<sup>rd</sup> (Sat.)

### Time

-13:00-15:00

### Venue

-LG5 Conference Room

**Target Groups**

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

**Notes**

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

**Rundown**

- 11:50-12:20
  - HU Qian will be responsible for putting up the guide posts of the session.
- 12:20-12:50
  - All the Executive Committee members will arrive.
  - All the Executive Committee members will run through the session with the PPT once.
  - ZHUANG Xiang and HU Qian will check the projector and microphones.
- 12:50-13:00
  - Participants will arrive at the venue.
  - CAO Jiaming and TSE Mang Kwan will hand out the manuals.
- 13:00-14:30
  - Information Session will begin.
  - GAO Xin will give a brief introduction of the society’s structure and functions.
  - All Executive Committee members will introduce the job speciation for each position and their personal experiences.
- 14:30-14:45
  - A Q&A session will be held to answer any questions from the participants regarding CFAS or the positions.
- 14:45-14:55
  - The Information Session ends.
  - Participants can stay behind if they have some questions for the current Executive Committee.
  - Participants can stay behind to discuss among themselves about the interested positions.
- 14:55-15:00
  - The Executive Committee will clean up the venue.

**Preparation**

Deadline	Content	PIC(s)
October 10 <sup>th</sup>	Book the venue	HU Qian

<b>October 11<sup>th</sup></b>	Finish the first draft of the manual	LIN Chen TSE Mang Kwan
<b>October 12<sup>th</sup></b>	Finish the first draft of the PPT	GAO Xin
<b>October 12<sup>th</sup></b>	Collect words from the Executive Committee to be put on the manual	CAO Jiaming
<b>October 13<sup>th</sup></b>	Finish the second draft of the manual	LIN Chen TSE Mang Kwan
<b>October 15<sup>th</sup></b>	Finish the second draft of the PPT	GAO Xin
<b>October 15<sup>th</sup></b>	Finalize the manual	LIN Chen TSE Mang Kwan
<b>October 20<sup>th</sup></b>	Finish the first draft of the poster	LIN Chen TSE Mang Kwan
<b>October 21<sup>st</sup></b>	Put the pages of the manual for printing	LEI Yi
<b>October 21<sup>st</sup></b>	Finalize the PPT	GAO Xin
<b>October 21<sup>st</sup></b>	Finish the first draft of promotion and reminder email	CAO Jiaming
<b>October 23<sup>rd</sup></b>	Finish the second draft of the poster	LIN Chen TSE Mang Kwan
<b>October 24<sup>th</sup></b>	Finish the first draft of the WeChat article	MU Yiteng
<b>October 25<sup>th</sup></b>	Finalize the poster	LIN Chen TSE Mang Kwan
<b>October 25<sup>th</sup></b>	Finalize the promotion and reminder email	CAO Jiaming
<b>October 26<sup>th</sup></b>	Finish the final version of WeChat article	MU Yiteng
<b>October 27<sup>th</sup></b>	Finalize the words for each position in the PPT	All ExcOs
<b>October 27<sup>th</sup></b>	Print the posters and the manuals	LEI Yi
<b>October 28<sup>th</sup></b>	Put up the posters	All ExcOs

<b>November 1<sup>st</sup></b>	Send the promotion email	CAO Jiaming
<b>November 1<sup>st</sup></b>	Have the rehearsal	All Excors
<b>November 2<sup>nd</sup></b>	Send the reminder email	CAO Jiaming
<b>November 3<sup>rd</sup></b>	Prepare the guidepost	HU Qian

**Budget**

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

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

**10.1. Gift Distribution**

**PIC**  
 -LIU Ziao

**Objectives**

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

**Date**

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

**Time**

- 9:00-18:00

**Venue**

- CFAS Counter

**Target**

- All CFAS full-members

**Preparation**

Deadline	Content	PIC(s)
October 20 <sup>th</sup>	Book the counter	HU Qian
November 3 <sup>rd</sup>	Purchase the gifts	LIU Ziao
November 10 <sup>th</sup>	Finish the first draft of the WeChat article	MU Yiteng
November 10 <sup>th</sup>	Finish the first draft of the promotion email	CAO Jiaming
November 17 <sup>th</sup>	Finish the second draft of the WeChat article	MU Yiteng
November 17 <sup>th</sup>	Finish the second draft of the promotion email	CAO Jiaming
November 18 <sup>th</sup>	Promote by WeChat and email	MU Yiteng CAO Jiaming



**Budget**

Cash Outflow	
Welfare for Full-member	13350 HKD
Shipping Fee	865 HKD
Easy-stand	90 HKD
Total Outflow	<u>14305 HKD</u>

Total Cash Flow	<u><b>-14305 HKD</b></u>
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**10.2. Welfare in All Functions**

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

**11. Total Budget**

Due to the uncertainty of future expenses, the budget presented above is only an estimate. The comprehensive financial reports will be available at the end of session 2018-2019.

## **12. Handover**

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