

2013

JESUS COLLEGE

MIDDLE COMBINATION ROOM

Social officer handover document

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1 Stuff to do first

There are a few things that it pays to get done really quickly. They are listed here, and in the “Freshers fortnight” section.

Don’t forgot that every single event on college grounds should have a party permit (from tea parties to super hall bops). You apply for these via the Dean on Jnet.

1.1 Fire induction

During the bops you have to provide 2 fire wardens. I would suggest pushing hard to get the non-drinkers on the MCR to do this, as the fire wardens only job is to know where the fire exits are, make sure they aren’t blocked, then stay sober for the night. Therefore ask the whole committee to attend the induction (sometime over summer), then keep chasing up the sober people. Contact the fire porter, Peter Thorpe (p.thorpe@jesus.cam.ac.uk) for details. This has to be done before freshers week, so best to get it over quickly.

1.2 Liquor induction

Talk to James the bar man (JTBM) about this. It’s like a 20 minute induction that at least two (including one social officer) should do. It’s pretty easy, and is just common sense stuff like don’t do promotions focused around getting black out, etc. Again, must be done as soon as possible when JTBM gets back, and before you give out wine during the wine and cheese in Freshers Week, at the latest.

1.3 Pre-dinner drinks

This is actually the VP’s responsibility, but as the social officer you liaise with Lisa (the manciple) and so you are the one that will get given, or needs to ask for, the list of halls for the year. Once you get a list of when all the halls are, pass it on to the VP to organise the pre-dinner drinks.

1.4 MCR calendar

If you go to <https://www.google.com/calendar/> and login using the MCR social email address (sign in details below). Any changes or events added to the “MCR Social” calendar on this account will appear on the site (which gets about 1000 a visits a month) and will also be automatically be added to the calendars on the computers and phones of grads that have subscribed to the calendar. *It is very important to keep this up to date!*

login: mcr-social@jesus.cam.ac.uk

Password: click lost password to set reset it via email

1.5 Term card

Up till 2011 a term card (list of major events) was printed and put in peoples pigeon holes. We moved to just the online calendar and updates in the bulletin in 2012. We did have a physical term card, but only a few were printed. Rather than printing one for every grad just a few were left in the grad room and a few given to Sheena.

Sheena has stated that she prefers a printed version. But quite a few printed term cards never leave the grad room, and it costs us money if you can’t get free printing in your department, so whether to print 300ish term cards or not still needs to be sorted.....

2 Freshers fortnight

As soon as you start your role as social officer, start working on Freshers Fortnight! The first thing you should do is to update the Freshers timetable as this will be sent to Freshers via email at the beginning of August. Therefore send a pdf version to Sheena Bridgman (s.bridgman@jesus.cam.ac.uk). Also ask her about the induction day which is usually organised by her.

You should also soon liaise with the manciple office (manciple@jesus.cam.ac.uk) to confirm the room bookings, glass/plates requirements and menus for Freshers Fortnight. Also send her a copy of the Freshers timetable as soon as it's done.

At least 2 weeks in advance, apply online via JNet to obtain Deans permits for the relevant Freshers Events e.g. Games Night, Cocktail Night, Cheese & Wine reception.

You also have to allocate events to committee members. Make sure each event has one person who is mainly responsible for the event and 1-3 helpers (depending on how much work has to be done).

Some events required sign-up; therefore we created a sign-up sheet on googledocs which worked very well. We had 2 sections: Section 1 was for events that require sign-up (e.g. Curry night, afternoon tea party, punting, Safari night); Section 2 was just to give us an idea of numbers. The results were summarised in an Excel sheet which was available for all committee members on our shared folder on googledocs.

Its also good to get in touch with the JCSU ents officers to exchange timetables. The year before this the MCR was invited to attend the JCSU Freshers BBQ. In our year we were dis-invited. It would probably be worth asking them if we can join again. Also, make sure there are no clashes with rooms etc.

2.1 Wine and Cheese

Run by the president

Things ordered from catering: 48 red wine glasses, 48 white wine glasses, 48 water glasses, 6 water jugs, 10 main plates, 50 white fish plates, 10 large knives 4 platters. The Manciple knows best here. Tesco's usually has a half price wine sale at that time of year, so in Tina's year they brought £360 of wine to cover this event and the free wine with grad hall on the Friday. That was 6 cases of red and 6 of white. And they spent roughly £50 on cheese, biscuits, grapes, crisps and non-alcoholic drinks. In Tina's year when everyone arrived she went around and took pictures of the new grads getting to know each other and took names I then posted them to facebook. This was really well received. In James and Luke's year we got a bit a bit into the wine, so photos stopped being taken after the first 30 mins.

2.2 College tour

No fixed lead

We had about 20 people come to this in Tina's year and found it was helpful to have two people doing the tour one to stay behind at the plodge and meet latecomers and generally chat to people during the tour. A fairly easy event to organise just advertise and people turn up! They organised a second tour later on in Freshers week also, which noone attended. The tour took about 45 minutes.

- Meet at P'lodge
- Down to gym and squash, explain need induction from Sports to use

- Show after midnight entry from lower park st
- Show MCR, Bar, Coleridge, Sheena's staircase
- Show East House (finance)
- Show KWOK, library, explain need library induction

2.3 Curry night

Usually run by social officers

We went to Raja in 2012, as they are really close. For 10 pounds they did pappodoms, naan, curry and rice. They are by far the closest to college. The year before they did Cocum, where it was 11 for the same deal (Cocum was shut for awhile in 2013 after being the source of a food poisoning incident). We got around 40 people for the last two years. I would do Raja as it's a few minutes from the College, but the food is slightly better if you are willing to go for the longer walk (15 mins) to one of the curry houses up on castle hill like Cocum.

2.4 Cocktail Night

No fixed organiser

Costing can cause problems - allow contingency, although theres a small supply of certain ingredients now building up in grad room which should be helpful. Need as many pitchers as possible and around 150 water glasses from catering (make people reuse their glasses, or get at least a hundred more). Also worth sourcing measuring jugs, extra pitchers, knives and chopping boards. Cocktails are easiest made in pitchers in advance. Fruit/mint garnishes helpful, but can get through a lot of fruit. Straws useful for stirring/mixing. Get ice from bar, keep refreshing as it melts when room is busy. Approx. 140 people attended (at various times). Grad room generally full throughout - bar is easiest to keep in kitchen. Moscow mule, Apple Mojito, Long Island Iced Tea, Tequila Sunrise and Deep Blue Sea were all popular. Around 1.5 liters of each spirit and 4-5 liters of each mixer is probably sufficient.

2.5 Gown sale

No fixed organiser

Ryder and Amies stopped providing gowns for sale in 2012. You may still have surplus grad gowns from last year to sell. Then make sure to tell people where to buy one from before the freshers photo.

2.6 Gym induction

Usually run by sports officer

There were about 50 students that showed up in two gym inductions. Make sure to have a few, one before and a few during and after freshers fortnight. It was strongly suggested that the porters should be informed a few days in advance to ensure they have done the photocopies of the induction forms (or provide it for them). Do not expect them to get the job done in one or two hours. Porters will be really busy this week with hundreds of new students.

2.7 Punting

Usually led by a social officer

There were around 60 freshers. We reserved 6 punts at 9.00 each, but at the time needed 7. This was a very enjoyable and successful event, although weather dependant. I would reserve at least the same amount next year. Try to get as many exec members as possible to come, as having one per boat is ideal.

2.8 JCSU bop

Usually led by a social officer

Not very popular. Can organise people to meet in the grad room at 8pm so grads can show up as a group (bar is usually closed and moved to the forum).

2.9 Afternoon Tea Party for Couples and Families

Usually run by welfare team

Only a few families show up to this. Two grad freshers with families commented on not knowing about this event in 2012. They said that the normal emails are not a good way to talk to people with young children, as the vast majority of college emails are not relevant to them they don't read them properly. Possibly try and get a list from Sheena, and contact them directly.

Because the weather was sunny in 2011, they set up a table outside the Grad Room and served a lot more cold drinks smoothies, lemonade, fruit juice than would be expected for the time of year. You need to buy ice as the bar is shut during the day. Luke spent £15 on food and £8 on drinks. Catering only supplies the cups, utensils etc so make sure to buy milk. There should be tea bags & coffee in the Grad Room that can be used. Catering provides a giant urn which is great for heating lots of water but is impractical for serving hot drinks outside. I would suggest requesting insulated jugs (the ones used at Formal) for actually serving the drinks, in case you have it outside.

2.10 Pub quiz

No fixed lead

Students present: about 50, tailed off during the night, not many stayed to go to Lola Lo. Need to talk to JTBM to sort out when you can have this. In previous years they tried to also do Karaoke, but as soon as the undergrads show up this becomes impractical. Good to have at least 2 working on this on the night, plus someone to make the quiz.

2.11 Pizzas and Games

No fixed organiser

A lot of freshers came to this event, but not enough pizzas were provided. Freshers showed much more interest in pizzas than games (e.g.xbox kinect, poker, chess). More pizzas can be offered in next year and encourage more freshers to play some games. Maybe MCR committee members can start playing games first and other people will join in gradually.

2.12 Ghost Tour

No fixed organiser

Alan Murdie from Cambridge Ghost Walks (camghost@hotmail.com) runs the tour. In 2011 they contacted him towards the start of August to book the Tour- the Jesus MCR Ghost Tour has turned into a bit of a tradition and he is very keen to continue the Tours next year and beyond. 21 Freshers attended, along with 4 MCR Committee members (so 24 in total). Maximum capacity for the tour was 45 so this was well-attended overall. Cost was 4 per head and people had to pay for themselves. The person organizing the tour (me!) didnt have to pay, but other MCR Committee members did. I asked everyone to meet me 15 minutes before the Tour was meant to start to sort out money- its really useful if the Treasurer brings along the cashbox for this even if they arent coming on the Tour. I also sent out a list of those who had signed up for the Tour in the preceding daily Bulletin to act as a reminder, and this meant people didnt accidentally miss out! The only improvement I can suggest is perhaps starting the Tour a little earlier if there is an event following it. We had organised to go to the Rubiks Cube Clare Bop at 9pm but the Tour overran slightly so we couldnt walk all the Freshers to Clare together. As long as everyone has the mobile numbers of the appropriate people to coordinate things, though, this shouldnt be that much of a problem.

2.13 Clare cellar bop

Usually run social officer Note - in 2012 (James and Luke's year) a fellow at Clare cancelled their bop a week out to have a private event in the cellars.

We met in the bar at 8.30pm and about 30 showed up in Tina's year (2011). She pre-sold 30 tickets (£3), and then the rest brought tickets on the door (£5). There was a bit of a clash with the ghost tour which finished a bit late so that the group was split a big group came with me at around 9pm and another group (those from the ghost tour) came a bit later, around 10pm. Not everybody but many people came in fancy dress (Theme was Rubiks cube, i.e. lots of different colours and then swap clothes so that you end up with one colour). The bop itself was great everyone seemed to enjoy. Clare cellars are great for bops they have cheap drinks, a shot bar and a big room with DJ/music. Afterwards 10 went to FEZ. I told them on the door that we are from Jesus College MCR and they let us in for 3 each/q-jump. Great night in summary and please do it again next year (buttering up the Clare socials is a great way to get in on some great events).

2.14 Historic guided tour

No fixed lead

Contact James Clackson who has done the guided tour for some time. He is a fellow in the college, and was paid with a bottle of wine. About 15 to 20 students came.

2.15 Bar crawl

Usually run social officer

The bar crawl was organised by four colleges: Clare, Emma, Kings and Jesus. At least one, preferably two months before you should get in touch with the social secretaries of these colleges, just to touch base and make sure it continues. The actual date usually is sorted out closest to the freshers fortnight. It's good to remember that event is usually in our 2nd week, as the other colleges only do one week. Then you need to agree on an order (ie which bar to you head first). We started at Jesus, as we had to be out of the bar before 9pm when the undergrad freshers formal finished. You need to talk to the barman beforehand, as its a huge crowd (100ish people), so that theres enough staff in the bar. The porters should also know about it, so they are not

surprised when big groups come in. Make sure to have talk to JTBM, as you can't cross over with a JCSU bar event. And it's good to have one social lead the Jesus people, and one stay near the end. There is a pretty big spread (some will arrive at the last bar while people are still at the 2nd and 3rd). Gets busy - try to stagger groups, and move some people early between bars.

2.16 Film night

No fixed lead

Should be enough left over drinks from previous events (wine/cocktails/fruit juices), good one for later in freshers fortnight when people are tired. Tradition is to go for a film with relevance to Cambridge/Jesus last year was Chariots of Fire (from the library DVD collection, obtain in advance from Rhona during office hours), Page 8 (filmed in Jesus) or Porterhouse Blue. Compared to Dominoes, the pizza's from Sainsburys are a fraction of the price. Unfortunately they don't deliver - so you need people to go over, buy them, then carry them back.

2.17 LGBT drinks

Usually run by welfare team

Drinks directly preceded the film night. Just set up one of the bars in the TV room with whatever drinks still remain from the rest of the fortnight. Generally expect maximum of 0-6 to actually turn up. Make sure everyone gets a drink, help familiarize the freshers with what's on where and when and where in the LGBT scene.

2.18 Safari night

No fixed organiser

This event requires significant amount of pre-organization. The main responsibility for the organizer is to: Find enough volunteers to hosting the 3-course meals at each house Constantly checking and keeping up-to-date guest list with hosts Assigning guests to different houses to for each of the 3-course menu (with dietary requirements taken into account) Payment collection and reimbursement to chefs For the year 2011-12 safari night had 41 grads signed up (initially in excess of 50 grads signed up on the freshers online sign-up page) and 10 hosts with average 3 guests per house. The schedule of the day is as below: On Saturday, 8th October: 19:00 Guests meet at MCR Grad Room, head to 1st Host in groups 19:15 Starter served at 1st Host 20:00 Guests start making a move for 2nd Host 20:15 Main course served at 2nd Host 21:15 Guests start making a move for 3rd Host 21:30 Dessert served at 3rd Host after 22:00 everyone can meet again (if they want) in Jesus bar. Due to the fact that the event was on the first weekend of the freshers fortnight, some grads opted out at the last minute to be away from Cambridge etc. There were also around 10 guests with no-shows, which accounted to the cost of MCR budget. In the past two years, the average last min. no-show guest number have been av. 10 and, I would encourage the next organizer to have a reserve guest list that can be used to fill in these empty seats on the night. Overall, the event was a great success and almost everyone who participated in the event said it was the highlight of the freshers fortnight! Pouls notes (only helping out): Worth not revealing where courses are to be served before the event so people have to come to the grad room (and pay!) Need someone in grad room in case people are late/get lost throughout the night.

3 Super halls

There are 4 of these during the year Halloween, Christmas, Burns Night and End of Year Dinner. For each, meet with Catering at least 2 months in advance to organise the menus, make room bookings etc.

For Halloween, Xmas and End of Year Super-Hall you will need to organise a bop in the bar afterwards arrange this with the barman and Catering. You can get the DJ equipment from the JCSU (email their ents officer beforehand). If the bop is out of term you might be able to extend it by half an hour (drinks until midnight, music until 12:30) ask the dean in the party permit, but do not forget to ask Lisa and the Barman.

A super-hall is a lot of work and you need to involve your committee. It's easiest just to dole out jobs to committee members. Tasks included: Decorate/prepare bar before bop (remove chairs/tables), Serve pre-dinner drinks, Fire warden, Tidy bar after bop etc. Make everyone do one thing at least.

The big debate over superhalls is do we max out numbers, and have pre-drinks in the forum, or ask Lisa to limit ticket sales to the max that will fit in the bar and coleridge for the bop. Also make sure to sort out guests - you have to ask for one guest each time. We brought in the 2 days of no guests, then one guest allowed later. This was due to super halls selling out in 6 hours, and due to the high number of people that sold on guest tickets, so one person could bring multiple guests (one person requested a table with the guests of 6 other people, so the on selling of spare guests tickets is quite prolific). This worked in increasing the number of Jesus grads that get tickets, but can also make partners that live in college feel a bit shit. Best to discuss with committee again. Ultimately the ticket policy can be whatever the MCR president signs off on.

3.1 Halloween

In 2011 Tina had a pumpkin carving competition within MCR to help us carve the pumpkins. However, only 3 people showed up for that one. We cancelled the event in 2012, which proved sufficient to motivate enough people to want it. In the end numbers were quite good. Pumpkins were provided by catering and had to be picked up beforehand.

Usually JSCU organise their Halloween formal the same week and, it may be best to share the pumpkins with JCSU to avoid food wastage. We also ran a best-costume competition, and at the end of the dinner awarded a free Grad Hall ticket to the best dressed.

You should also buy Halloween decorations for the bar. I spend 20 pounds on candy and junk, and spread it on the tables before dinner.

3.2 Xmas

A black tie superhall. We had a brass band play from the balcony before dinner, and didn't have pre-drinks (for this hall we went for a full upstairs, so there was nowhere in college big enough for pre-drinks except the forum, which we didn't want). We did mulled cider, which was about 25% the price of mulled wine. And tasted pretty good. You need to drop off the booze and spices off with the cellar man, and the kitchen makes the mulled cider for you.

3.3 Burn's night

You need to find someone to pipe the haggis into hall, try Angus Fitchie (He was a Jesus student this year, not sure if hes still around: af369@cam.ac.uk).

You have to organise speeches during dinner. We had 5 speeches: The Selkirk Grace (very short), Address to a haggis, Immortal memory speech*, Toast to the Lassies*, Reply to the Toast*. Try to find Scottish grads to give these speeches. You can offer them a free ticket. * = More work as they have to come up with the speech themselves Make sure to tell them the toast to the lassies and the reply are tounge and cheek speeches. The men are thanking the woman for the food, and the woman can be rude in reply.

Just before the Haggis speech everyone gets a glass of whiskey. You have to provide the whiskey and catering serves it. Also ask the MCR president to invite the Scottish fellows, the grad tutors and chaplain.

Usually theres a ceilidh after dinner in the forum. Contact the University Ceilidh band (secretary@cucb.co.uk) early to make sure they are free. I think they charged us £300. Contact the JCSU so that you can use the forum.

3.4 End of year dinner

This super-hall starts earlier at 6pm with pre-drinks. They are provided by catering and are included in the ticket prize. If the weather is nice, they are served in 2nd court, otherwise in the graduation marquee on the cricket pitch. This year and the year before we had some Jazz music with it. You can ask Jesus Jazz band (we paid £150 for 4 people and 1 hour of Jazz, but they are flexible if you have not enough budget). They needed electricity for the instruments you can speak to maintenance about this.

You can make up a theme; this year we had 1920s; the year before it was masquerade.

Its also nice to inform the Master, Masters wife, the grad tutors and secretary beforehand and officially invite them (before tickets go on sale, so you can reserve their tickets). The MCR doesnt pay for them, they just need to tell catering that they want to attend.

Theres usually an end-of-year photograph taken in hall before dinner. We got a grad to do it, which meant we could give every grad a digital copy of the photo.

Again, theres a bop in the bar afterwards. As decoration I put pictures from the whole year up. Talk to JTBM to get the bar, before telling Lisa.

The events listed below are just the main ones. As social officer, it's up to you to continue to improve the current stock as you see fit, which to retire, and which new ones you wish to introduce.

4 Other events

4.1 Swaps

Swaps are an essential part of the Cambridge experience. Go after the big colleges early. It also pays to keep the special sounding jesu halls, like St Paddies, to help you entice the big Colleges like King's or Johns into locking in a swap early. I aimed for 15 swaps in 2012/13, but about 10 a year is normal.

4.1.1 Colleges

Be aware that Jesu grads are picky. Kings, Johns, Trinity, Kings, Peterhouse etc will be well attended and sell out quickly. Colleges like Queens, were slower to sell. As an example, we had 20+ people apply for King's in a few hours, while Selwyn had just 10 sign up over 2 days. While we haven't done swaps with colleges like Lucy, Hughes, Robinson, Homerton, etc, in recent years,

interest from grads seems pretty low. I usually chased after the old colleges, and if someone like Queens or Girton approached, I would ask a few grads to get a feel for interest.

4.1.2 When they visit

Talk to the manciple to buy 10 tickets. Find out from the treasurer how he/she wants to be paid. In our year that was by a cheque, made out to “jesus college MCR”. On the night, met them at the Plodge, take them to pre-drinks, and then up to the hall. It’s nice to go to the hall with them, but not that necessary. For the one or two swaps Luke or I didn’t go to, I just asked someone I knew to go over after dinner and offer to show them where the bar was.

4.1.3 Selling tickets

I (James) set up a wordpress site in 2012 to sell tickets, and automate the whole process. I had timers set up, and so all I had to do was add a new swap, say when I wanted it to open, how many tickets I wanted to sell, and then it would automatically open at the right time and collect all the info needed. I used a google form, which I parsed into the site, so it had my own styling. This automatically wrote the results to a google spreadsheet like a normal google form. It worked great, and if needed I can give login details. Otherwise you can just do it manually, using a google form. I had an email asking me not to open swaps between 8am and 10pm, due to some people being in labs without internet access.

4.1.4 Getting the money

We used gocardless to collect payments in my year. It made life much easier for me and the tres as it keeps track of payments for you. Just make a paylink, and email it out. They click on it, and the MCR gets paid (so you never have to handle money, and both the person paying and the treasurer has a receipt for who has paid). Those without UK bank accounts still paid by cash (we had one person in 2012/13 that couldn’t use gocardless), by putting the money in the tres’ pigeon hole.

And important note is that this a direct debit system. So in the case of fraud, the students are protected by RBS, but after RBS refunds them they will most likely investigate any fraud. Not really an issue here, as we only do one-off payments, so we can’t take more than we are suppose to from peoples accounts, but all the more reason to be very careful with the password (I collected £1600+ plus for swaps using gocardless in 2012/13, so it’s a fair bit of cash).

4.2 Grad bar night

We started this in 2013. Talk to JTBM, to see when in the holidays he can do it (so the undergrads are not around). We brought in the xbox, games and stuff from the grad room. And invited Clare and Emma. Turn out was poor till about 9pm, then it was packed out by closing. It would be cool to find away to get them to come in casually and hang out earlier in the night, maybe with free pizza or something, but is worth repeating as there were around 60 grads for the last hour and a half.

4.3 MCR bake off

This event was the idea of a grad (Goylette Chami, gjc36@cam.ac.uk). Turn out was great. Basically we invited to grads to bake stuff, and had a competition in the grad room. We gave three tickets to halls away to the three best. Could be good to get someone like the Chaplain,

the grad tutors etc to be the judges. Hardly any work for the social officer. Just get the party permit, advertise it, and set up the tables on the day.

4.4 Wine tasting

We did this with Caius. No work for us, we just had to sell tickets. Hardly any work as the Cambridge Wine Merchants will run it for you if Caius don't invite us again.

4.5 Beer tasting

We did this at the Cambridge Brewhouse (on Malcolm St). The brewmaster, James, is a good dude, but useless at emails. I found the only way to get stuff sorted was to go down and see him. I would suggest talking to Clare college early, and inviting them as well. They can do 40+ for a tasting. I asked Clare for a "tasting swap", where we organised the beer tasting, they did the whiskey. I'd recommend collecting money before the event, as we had one person disappear when it came time to pay in 2013 (a friend covered him though).

4.6 Whisky night

Clare's whisky night is by far the ticket to get in on. They have their own whisky bar, and 40 whisky snifters, so are bloody well set up for it. I used the beer tasting as a bargaining chip to get in with them. If Clare don't invite us, one of the old Clare barmen set up the University Whisky society (whiskysoc@cusu.cam.ac.uk)

4.7 Speed dating

This was done by a grad (Steph) this year, to raise funds for charity. We did it with the City Rowing club. I got a complaint about it being with townies - which probably implies we should have more events like this with people outside the uni.