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| **DATE** | December 21, 2017 |
| **TIME** | 11:30AM – 1:00PM |
| **VENUE** | APC Library |

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| **ATTENDEES** | |
| *Name* | *Unit/Organization/Office* |
| Marc Adrian Jimenez | APC-SOAR |
| Mariane Joy Viray | APC-SOAR |

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| **PROCEEDINGS** | | |
| **Agenda** | **Notes/Issues** | **Resolution** |
| Seminars in APC | Replacement for the Word “Seminar” | Depending on the nature of the seminar, it should be called accordingly:   * **Forum** 🡪 has a *Question and Answer* portion * **Workshop** 🡪 has a *Hands-on* portion * **Conference** 🡪 Academic Agendas   Implementation of the Seminar Application developed by SoCIT |
| T-Shirt Design Contest (OFFICIAL APC WEEK 2018 – T SHIRT DESIGN CONTEST) | Different design per school? Or different color only?  What’s the official title of the contest? | The T-Shirt will be in the colors representing each School (Blue, Red, Yellow, Orange, and White)  Revision for the Title of the T-Shirt design contest  Mechanics:   1. The Contest is open to everyone. 2. Post a T-Shirt design with the theme “**RAM**” 3. Like the official FB Page of Asia Pacific College 4. Submit entries by posting the photo and tag Asia Pacific College 5. The Photo with the most number of reacts will win 5 SM Movie Tickets 6. Deadline of entries: January 31, 2018 7. Winners will be announced on February 3, 2018 |
| Opening of APC Week | Activity Proposal Sheet  Audience? Talk to Miss Tata about the students being excused for their first class | WHEN: March 12, 2018 (Monday) – 7:30AM – 9:30AM  SM Movie Tickets for the Early Birds (who arrived early during the Opening Ceremony) – c/o Marketing Department  Ramp of the Pageant contestants (wearing the T-Shirt from the T-Shirt Design Contest) |
| Mini Mercato | Start collecting contact numbers/calling cards of concessionaires in Mercato Places (BlueBay, BGC, Bazaars)  Activity Proposal Sheet | Maximum of 8 Booths  Contact RJ Ledesma (Mercato owner)  Suggestions: Totchang & Happy Ice Cream |
| Sportsfest for the Faculty and Staff | Mechanics? Get the mechanics from the sportsfest for the students  Schedule? Depends on the number of the participants, but the order will be similar to the sportsfest for the students (Badminton & Table Tennis 🡪 Volleyball 🡪 Basketball) | WHEN: March 14, 2018 (Wednesday of the APC Week)  Coordinator per Sport   1. Badminton – Ms. Johanna Minglana 2. Volleyball – Sir. Osler Aquino and Sir. Arnel Aragon 3. Basketball – (to be followed) 4. Table Tennis – Sir Kim   Submission of Teams is via MS Forms  Sir Vince will be talking to the HR for the Prizes  Contact Companies/Sponsors   * Milo * Pocari Sweat * Gatorade * Red Bull   Sports Committee will be coming from SAs (Student Assistants) and representatives from each Student Organization |
| Photoshoot for the Sportsfest (Faculty and Students) | Who are the Top 4?? | Target Date: 2nd Week of February 2018  Photog and Processing 🡪 Flickers or Bahay Bombilya   * For the Employees   + 1-day photoshoot * For the Students   + 2-day photoshoot (2 teams per day) |
| Cheering Competition | Per School representative? Or Voluntary?  Who will be cheered? (School?)  Mechanics?  Theme?  Prize? | WHEN: March 13, 2018  VENUE:   * Gym 🡪 Cheerdance * MPH1 🡪 Cheers and Chants * Audi 🡪 Cheers and Chants |
| RAMS Night | Can the fire exit in the Cafeteria be used as passageway going to the 2nd floor?  Program Flow?  Criteria for the Best Organizer? (c/o SAO and SOAR)  Delegation of Tasks: revise 🡪 Add SoM and SoE Organizations (there has to be equal | THEME: Hawaiian (LUAU)  Contact PAG (Performers) on the 2nd Week of January  There will be a holding area for the performers on the 2nd Floor  Contact Sponsors for this Event   * Taters * San Miguel Corporation   Alumni are Invited   * Coordinate with APCRAA   Awarding of the Best Organizer (Student Organization) with the criteria being “on-time”, etc.  Delegation of tasks   * Venue Layout (Man power): SMS and Pwersa * Registration: SHS AdHoc * Food: SOAR * Host: Speaks * Technical Committee: MSC, GG, Cipher * Photobooth: Flickers, BB, AnimSoc, CinemaSoMA * Ushers and Man Power: JPCS, Rotaract, and Pwersa |
| Pageant |  | Photoshoot 2nd Week of February 2018  Wednesday – Talent Portion in the Cafeteria  Thursday – Whole program in the Auditorium |

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| **ACTION POINTS** | | |
| **Tasks** | **Person-in-Charge** | **Target Date** |
| Implementation of the Seminar Mobile App | SoCIT | March 12, 2018 (APC Week Seminars) |
| Announcement for the Student Organizations that SAO will start accepting Activity Proposals for the APC Week Starting **January 6, 2018** | Gila Reyes | December 26, 2017 |
| Send the mechanics to the APC Week Committee | Marc Adrian Jimenez | December 27, 2017 |
| Poster for the T-Shirt Design Contest (with the Mechanics) | Katherine Camacho | December 30, 2017 |
| MS Forms for the Faculty Sportsfest (to be proofread by the Committee) | Jason Adriano | January 5, 2018 |
| Announce that there will be a Photoshoot for the Sportsfest Top 4 | Krisper Bariuan | 4th Week of January 2018 |
| Coordinate with the Photographer | APC-SOAR | 3rd Week of January 2018 |
| Coordinate with PAG for the RAMS Night performance | Mariane Viray | 2nd Week of January 2018 |
| Coordinate with APCRAA for the RAMS Night (point person: Jacob Catayoc) | Marc Jimenez | 2nd Week of February 2018 |

**APPENDIX 1**

*(Insert additional pictures or additional details here. Please put on a separate Appendix the other additional details)*

Prepared:

**JIMENEZ, Marc Adrian P.**

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President, APC-SOAR