

# ACTIVITY PROPOSAL PLAN

NUD-ACD-SDA-F-004

ver2024

## 1. PROJECT EVENT PROPONENTS

**Project Leads:** Jan Vincent S. Estrada, Bryce Lachlan M. Rodriguez

## 2. TARGET IMPLEMENTATION

**Start Date:** October 29, 2025

**End Date:** October 29, 2025

**Title of Event:** Talaytayan: A Bridge Uniting Digital Vision and Collective Innovative Growth

## 3. RATIONALE/DESCRIPTION

### Project Objectives

- 1 Present the officer lineup and orient members on the specific duties and responsibilities of each officer and committee head.
- 2 Review the plans, goals, and key initiatives for the year, including departmental deliverables and the organizational timeline.
- 3 Foster community, shared purpose, and collaboration among members through interactive activities and engagement.
- 4 Formalize collaboration with external schools and partner organizations through a Memorandum of Agreement (MOA) signing.
- 5 Establish the official start of the organization's operations and strengthen collective commitment to the year's objectives.

## 4. TIMELINE OF EVENT

DATE	TASK
September 24-30, 2025	<b>Submission of Proposals and Preparations</b> <ul style="list-style-type: none"> <li>Finalize proposals</li> <li>Ensure all proposals comply with organizational guidelines and requirements for inviting external participants or speakers.</li> <li>Prepare and send out formal invitation letters to prospective guests, speakers, and partners.</li> <li>Confirm receipt of invitations and maintain a master list of invitees with their contact details.</li> <li>Gather other necessary permits, endorsements, or approvals related to hosting outsiders (if applicable).</li> <li>Draft initial logistics plan, including venue setup, equipment needs, and manpower assignments</li> </ul>
October 1-10, 2025	<b>Coordination Meetings and Creative Assets</b> <ul style="list-style-type: none"> <li>Conduct initial coordination meetings with all organizing teams to review submitted proposals and define specific deliverables.</li> <li>Assign roles and responsibilities (program committee, logistics, technical team, registration, documentation, ushering, etc.).</li> <li>Provide task updates and set deadlines for progress reports.</li> <li>Develop and approve poster templates, invitations, social media materials, and other promotional content.</li> </ul>

	<ul style="list-style-type: none"> <li>• Begin distributing posters, announcements and emails to raise awareness about the upcoming event.</li> <li>• Arrange for suppliers or contractors (sound system, decorations, catering, etc.) as needed.</li> </ul>
October 11-15, 2025	<p><b>Follow-Up and Confirmation Phase</b></p> <ul style="list-style-type: none"> <li>• Reconfirm attendance with invited speakers, guests, and other participants who have not responded.</li> <li>• Finalize the list of confirmed attendees and update the database.</li> <li>• Send reminders to teams about deadlines for pending deliverables (posters, programs, logistics plans, etc.)</li> </ul>
October 16-22, 2025	<p><b>Final Examinations Period</b></p> <ul style="list-style-type: none"> <li>• Pause or minimize event preparations to allow organizers and participants to focus on final exams.</li> <li>• Keep communication channels open for urgent concerns (e.g., last-minute guest confirmations or logistical adjustments).</li> <li>• Ensure that all critical tasks are either completed beforehand or scheduled to resume after exams.</li> </ul>
October 23-28, 2025	<p><b>Final Coordination and Dry-Run Planning</b></p> <ul style="list-style-type: none"> <li>• Hold final coordination meetings to review overall progress and finalize assignments for event day.</li> <li>• Confirm program flow, speaker slots, and contingency plans.</li> <li>• Verify logistics: venue booking, stage design, technical setup, catering arrangements, and safety measures.</li> <li>• Conduct a technical meeting with AV/tech teams for sound and equipment requirements.</li> <li>• Prepare detailed floor plan and seating arrangements.</li> <li>• Finalize script, emcee spiels, and printed materials (program sheets, certificates, etc.).</li> <li>• Schedule a dry run for October 29 morning.</li> </ul>
October 29, 2025	<p><b>Event Proper Morning (Setup &amp; Dry Run)</b></p> <ul style="list-style-type: none"> <li>• Arrive early for venue inspection and final touches on decorations and facility design.</li> <li>• Oversee installation of equipment (sound system, lighting, projectors, microphones).</li> </ul>

	<ul style="list-style-type: none"><li>• Conduct a complete dry run, including technical cues, stage transitions, and program flow rehearsal.</li><li>• Assign ushers, registration team, and backstage crew to respective areas.</li><li>• Confirm arrival of guests, and speakers.</li></ul> <p><b>Afternoon (Main Program Execution)</b></p> <ul style="list-style-type: none"><li>• Welcome guests and participants; manage registration and seating.</li><li>• Execute program as scheduled: opening remarks, keynote speakers, activities, presentations.</li><li>• Monitor time management, technical support, and overall flow of the event.</li><li>• Facilitate audience engagement (Q&amp;A, feedback forms, social media posting).</li><li>• Conclude with closing remarks, awarding, and acknowledgments.</li><li>• Oversee post-event cleanup and inventory of materials/equipment.</li><li>• Hold an informal debrief to note immediate feedback for improvements.</li></ul>			
October 30 - November 5, 2025	<p><b>Post Even Tasks</b></p> <ul style="list-style-type: none"><li>• Submit Narrative Report to SDAO summarizing the event flow, activities, speakers, attendance, and outcomes.</li><li>• Submit Liquidation Report detailing all expenses, reimbursements, and sources of funds.</li><li>• Post event highlights, documentation photos, and key outputs on JPCS–NUD platforms.</li><li>• Collect and review evaluation and feedback forms from members and officers.</li><li>• Conduct a post-event debrief meeting with officers and committees to identify learnings and improvements for future events.</li></ul>			
5. VENUE/S				
VENUE		FLOOR		
Function Hall		4th Floor		
6. ESTIMATED PROJECT COST				
PARTICULAR EXPENSES	SRP PRICE	QTY	TOTAL	REMARKS
Token of Appreciation	700	3	2100	External – SDAO

NUD Umbrella	300	7	2100	External – SDAO
NUD Bulldogs Pin	100	3	300	External - SDAO
Certificate Holder	60	5	300	Funds
Food for Guests	200	15	3000	Funds
Photobooth	2500	1	2500	Funds
Venue Designs	1500	1	1500	Funds
Contingency Funds	1500	1	1500	Funds

## 7. PROGRAM FLOW

TIME	PROGRAM
9:00 AM – 10:30 AM	Function Hall Design
10:30 AM – 11:30 AM	Dry Run
11:30 AM – 12:30 PM	Lunch
12:30 PM – 1:00 PM	Registration
1:00 PM – 1:10 PM	Prayer and National Anthem
1:10 PM – 1:20 PM	Opening Remarks / Inspirational Message
1:20 PM – 1:50 PM	Ice Breaker
1:50 PM – 2:20 PM	Introduction of Officers and Oath Taking
2:20 PM – 3:00 PM	Guest Speaker #1 (PCS), Question and Answer, Certificate of Appreciation
3:00 PM – 3:15 PM	Discussion of One Year Plan, Membership Perks, Etc.
3:15 PM – 3:40 PM	Memorandum of Agreement Signing (JPCS NU MANILA)
3:40 PM – 4:10 PM	Guest Speaker #2 (JPCS NU MOA), Question and Answer, Certificate of Appreciation
4:10 PM – 4:20 PM	Raffle
4:20 PM – 4:50 PM	Guest Speaker #3 (Alumna of JPCS-NU Dasma), Question and Answer, Certificate of Appreciation
4:50 PM – 5:00 PM	Closing Remarks, NU Hymn, Photo Op, Feedback

## 8. MECHANICS/GENERAL GUIDELINES/CRITERIA/PRIZES (if applicable)

### Ice Breaker Game: Finish the Lyrics!

#### Mechanics:

- The host will call **10 participants** to join the game.
- A **roulette of 10 song titles** will be shown to determine the song to be played.
- Participants must **sing along with the lyrics** displayed on the screen.
- In each song, a **specific line will be missing** from the lyrics. The participant holding the mic must **correctly fill in the missing line** to stay in the game.
- If the participant answers correctly, the **mic is passed to the next player**, and so on.
- A participant is **eliminated** if they fail to provide the correct lyrics.
- Each song will have **10 missing lines**, matching the total number of participants.


#### Guidelines:

- Songs will be popular and familiar (OPM and international hits).
- Participants must answer immediately within 5 seconds after the music stops.
- The hosts will decide if the answer is acceptable/correct.

- Participation is open to all attendees; selection will be randomized.

**Prizes:**

- Small tokens such as JPCS merchandise (stickers & keychains), Gift card, or NU Merch for the raffle
- Gift Cards

9. PREPARED BY:		10. REVIEWED BY:	
 JAN VINCENT S. ESTRADA    MR. BRYCE LACHLAN M. RODRIGUEZ DIRECTOR FOR SPECIAL PROJECTS    CHAPTER PRESIDENT		MR. MC JOBEN R. REYES  ADVISER	
Date:		Date:	
11. ENDORSED BY:		12. ENDORSED BY:	
MR. ALVIN E. CAMACHO    MR. LORD EDGARDIAN J. TAVU PROGRAM CHAIR		ENGR. JOAN KATHERINE N. ROMASANTA DEAN	
Date:		Date:	
13. APPROVALS			
ANGELO T. ABOGADIE SDAO, COORDINATOR		MA. LOURDES VIRGINIA G. DORIAS SDAO, SENIOR SUPERVISOR	
Date:		Date:	
RAMON L. RODRIGUEZ NUD- ACADEMIC DIRECTOR			
Date:			