

Agenda

Central Committee Meeting #8 – Tuesday, 18th March 2025

Time : 17:00

Venue : Public Lecture Theatre 122, Old Arts

1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

- 3.1. CCM #7

4. Proposals

- 4.1. Website Hosting 2025 Proposal

5. Reports

- 5.1. ISA Recruitment February 2025 Report

6. Other Business

- 6.1. Upcoming Elections
- 6.2. Issues with CME
- 6.3. Timetabling Delays

6.4. Bonding Activity Ideas

6.5. ISS Briefing

7. Next Meeting

Unconfirmed Minutes

Central Committee Meeting #7 – Tuesday, 4th March 2025

Time : 17:00

Venue : Turner Theatre

1. Procedural Matters

1.1. **Acknowledgement of Indigenous Owners**

1.2. **Official Welcome**

1.3. **Attendance and apologies**

- Attendance – 32 members

Absent with Apologies

Directors: Shruthi Tharmia PRABHUSHANKAR

Officers: Chloe LIN, Isabelle HII, Kathryn WANG, Xin Huai LEE, Alyssa RESWARI

Motion 1

Move that **Standing Orders** be adopted for **CCM #7** at 5:05PM

Mover : Linda LIU

Seconder : Seoyoun KIM

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the **Agenda for CCM #7** be adopted at 5:07PM

Mover : Aerizqa RAKHMADANI

Seconder : Ashley OETOMO

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the **minutes of eCCM #1 be accepted and confirmed as a true and accurate record.**

Mover : Raunak RAGHAVAN

Seconder : Shreeyukta ADHIKARI

Motion Carried.

Motion 4

Move that the **Heads of Clubs Semester 1 2025 Proposal** be accepted.

Mover : Isaac HII

Seconder : Shamika SHARMA

Motion carried.

Motion 5

Move that the **ISA T-Shirts Semester 1 2025 Proposal** be accepted.

Mover : Suhas AGRAWAL

Seconder : Jasmine LOW

Motion carried.

Motion 6

Move that the **Meat and Greet Semester 1 2025 Proposal** be accepted.

Mover : Jeasy CHUNN

Seconder : Cornelius SALIM (Cornel)

Motion carried.

Motion 7

Move that the **CCM Catering Sem 1 2025 Proposal** be accepted.

Mover : Zhao He KOK

Seconder : Tiffany AUYEUNG

Motion carried.

Motion 8

Move that the **Central Committee Bonding Trip 2024 Report** be accepted.

Mover : Kaelyn MIRANDA

Seconder : Kayven CLAUS

Motion Carried.

Motion 0

Move that the **OSHC Workshop 2024 Report** be accepted.

Mover : Linda LIU

Seconder : Seoyoun KIM

Motion Carried.

Motion 10

Move that the **President's Report #1** be accepted.

Mover : Irina ANANDA

Seconder : Zhao He KOK

Motion Carried.

4. Other matters

Motion 11

Move that **Standing Orders** be suspended at **5:57PM**

Mover : Kaelyn MIRANDA

Seconder : Minh Daht NGUYEN (Damian)

Motion Carried.

Motion 12

Move that **CCM #7** be adjourned at **5:58M**

Mover : Isaac HII

Seconder : Seoyoun KIM

Motion Carried.

Prepared by,

Qi Evelyn WANG (Evelyn)
General Secretary 2024/25
UMSU International

UMSU International Website Hosting 2025 Proposal

Central Committee Meeting #8 – Tuesday, 18th March 2025

1. Introduction

This proposal concerns the cost for UMSU International's website hosting. In order for the website to be kept online and for the content to be present, a fee needs to be paid for website hosting. By having the website open, we are able to showcase our talented committee members and the events they host over the academic year.

2. Objectives

This event aims to:

- Host a website to provide information for our events and committee members
- Allow international students to easily access curated information regarding their welfare and our department
- Represent UMSU International in a professional and visually pleasing manner online

3. Event Details

Date	: 18 th March 2025 – 31 st December 2025
Venue	: N/A
Number of Attendees	: N/A
Coordinators	: Zhao He KOK
Manpower	: 5 Committee Members
Budget	: \$2700

4. Event Overview

N/A

5. Budget

A total of **\$2700** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
UMSU International Website Hosting	1	2700	2700.00
TOTAL			2700.00

6. Conclusion

This concludes our proposal for the UMSU International Website Hosting Proposal 2025. Please do not hesitate to contact the Media and Marketing Department should you have any queries.

Prepared by,

Zhao He KOK

Media and Marketing Department 2024/25

UMSU International

Night Market 2025 Proposal

Central Committee Meeting #8 – Tuesday, 18th March 2025

Night Market is an annual event hosted by UMSU International which brings all students together in one setting to enjoy different food, performance and activities of different cultures, and thereby celebrating university's multiculturalism as well as enhancing the sense of belonging in our community.

This year, with the theme of "Once Upon a Time," we invite students to embark on a journey through stories that shape who we are. From nostalgic memories of childhood to ancient folklore, this event will celebrate the diverse narratives that define us. With cultural performances, interactive activities, and delicious foods from around the world, we aim to create a magical atmosphere where every story matters, and everyone's unique journey is honored. Join us in exploring the tales that connect us all and reflect the richness of our shared experiences.

1. Objectives

This event aims to:

- To promote cross cultural awareness and the importance of multiculturalism in

the University of Melbourne.

- To bridge cultural differences and encourage students of different cultures to interact with each other.
- To enhance the university experience of all members of the University of Melbourne.
- To organise a large-scale event which promotes the presence of UMSU International.

2. Event Details

Date	: Thursday, 1 st of May 2025 [5-10pm]
Venue	: Concrete Lawn
Number of Attendees	: 8000+
Coordinators	: Kayden Saingam, Minh Dat Nguyen, Shamika Sharma, Raunak Raghavan, Shreeyukta Adhikari, Ynez Wu, Xin Huai Lee
Budget	: \$87,000

3. Event Overall Timeline

Week	Main Action Points
December 2024	<ul style="list-style-type: none"> ● Open Teamwork. ● Induction meeting and Task Delegation to Launch 2025 Night Market. ● Discussion on themes
January 2025	<ul style="list-style-type: none"> ● Early brainstorming stage for each team
March 2025	<ul style="list-style-type: none"> ● Finalise design concept and acquisition methods from suppliers. ● Submit proposal ● Open application for performers; Emcee and food stalls
Week 1	<ul style="list-style-type: none"> ● Meeting with the City Council. ● Publicity on Facebook and through flyers/posters on campus. ● Green room and parking booking for VIP guests.
Week 2	<ul style="list-style-type: none"> ● VIP arrangements such as list, invites and venue are finalised.

	<ul style="list-style-type: none"> ● Hiring Fire Safety personnel and security services
Week 4	<ul style="list-style-type: none"> ● Confirmation of VIP catering and ExCo attendance. ● Final arrangements with food vendors and release of vendor layout. ● Plan opening ceremony logistics. ● VIP Booklet and name cards preparation. ● Finalise internal and external sourced decorations. ● Food Vendor decoration plan finalised Food Vendor selection and requirement list finalised.
Week 4 until week 8	<ul style="list-style-type: none"> ● Statements of Trade submission. ● Performers list and their respective equipment/prop requirement finalised. ● ISA and OB task allocation according to availability. ● Hiring equipment (Walkie Talkies) ● Finalise performers lineup and communicate final lineup with performers and AV Melb. ● Testing of electrical equipment. ● Stock check of equipment required for safe food handling. ● Performer's Briefing ● Food vendor and performance publicity ● Info booth preparation. ● ISA and OB Night market induction and task sheet released. ● Event run sheet finalization. ● Finalisation of Emcee script and costume. ● Event survey creation. ● Reminder of event for VIPs ● Finalise payment of external performers. ● Individual meetings with food vendors to finalise details and publicity.
Week 8	<ul style="list-style-type: none"> ● Final Emcee rehearsal. ● Decor set up. ● Coordinate arrivals of guests and green room ● Final Rehearsal ● Map Design Printing
Week 10	<ul style="list-style-type: none"> ● Final Food Vendor deposit return. ● Finalise internal performer payments

4. Event Components

4.1. Food

Coordinators: Damian NGUYEN, Shreeyukta ADHIKARI, Raunak RAGHAVAN

Food Stalls

There will be a total of 12 food stalls operating throughout the event, all food stalls are located on Concrete Lawn. The food stalls consist of student clubs and cultural clubs from the University as they must be C&S affiliated. All food stall applications go through a vetting and selection process to select the most ideal clubs that can represent the theme of Night Market and provide a good mix of food and beverages for Night Market.

Competition (subject to change)

All participating food stalls are automatically considered in the Food Stall Competition. The stalls are judged on criterias including: quality and uniqueness of food, publicity effort, stall design, compliance to SFH standards and regulations. The judges will include the Food Coordinators and the OBs. The Competition aims to foster a culture of providing food and services at a high standard, resulting in better quality food stalls run at a higher standard and SFH compliance. The top 3 food stalls with the higher overall scores will receive a prize of \$100 after the event.

Food Stalls

The items that are required but not limited to on the day are:

1. 6 x 20L oil container for disposal of used oil
2. 6 funnels for pouring of oil into oil containers
3. Hairnets for all food handlers
4. Cooking gloves
5. Face masks
6. Aprons
7. Food thermometers for the Food coordinators
8. Alcohol swabs
9. Hand Sanitisers
10. Sanitiser Spray (Food Grade)
11. Disinfectants
12. Soap
13. Paper towels for hand-washing station and each food stall

Safe Food Handling Training

Food Coordinators

The Food Coordinators are going to undergo several SFH training including Food Handling (Level 1) and Food Safety Supervisor (Level 1 & 2)

Here is a list of committee members who will be participating in the training:

1. Damian NGUYEN
2. Raunak RAGHAVAN
3. Shreeyukta

ADHIKARI

City Council Meeting and Clubs Briefing

A meeting with the City Council of Melbourne will be held for all the preliminary discussion about the Night Market, in order to get approval for the event itself.

After the Food Vendor selection process, prior to the date of the event, Clubs will be briefed individually together with the City Council to ensure that all food safety requirements are met.

AVMelbourne

After all the food vendors are selected, a test and tag session will be carried out a few days before the event to ensure that all equipment that stalls will use on the event day are functioning properly and are safe to us.

4.2. Decoration

Coordinators: Xin Huai LEE, Ynez WU

Decoration will follow the *Once upon a time* theme and will mainly be centred around the Entrance, Stage, Game Zone, and Photobooth area.

The main theme for the Night Market will be inspired by the idea of "Once Upon a Time," focusing on the magic of storytelling and creating new memories. A central feature of the decoration will be a wall of photos from students where guests will have the opportunity to take photos at the photo booth, where they can take their photo home and print an extra one to attach to the photo wall, contributing to the growing story. This will help build an interactive experience where everyone is part of the narrative, and the photo wall becomes a collective, evolving story throughout the event. The theme of "Once Upon a Time" will invite everyone to immerse themselves in a world of fantasy, reflection, and fun.

Art workshop sessions will be scheduled, and the team is still in the foundation of establishing communications with them to decide when the workshops will be

held. The Arts Lab will be opened for the team to work on decorations any time they want.

4.3. Performance

Coordinators: Shamika SHARMA, Isaac HII

4.3.1 Opening Ceremony

This section of the Night Market will include the emcee's opening up the night and introducing the event and further passing on the stage to the UMSU International President for this opening remarks. The official commencement will also include the VIP speeches and an official event open (could be ribbon cutting or confetti)

4.3.2 Emcees

4 Emcees will be chosen and applications for this position is circulated on the start of March 2025 and will hold auditions for this in person on April 2025 so as to gauge the confidence, body language and fluency of the ISA who could potentially be an Emcee.

The Emcees will oversee smooth transitioning between performances and constantly reminding the audience of all the various activities going around the event. In addition, introducing the new performers to the audience and ensuring that the audience is as lively as possible.

Making sure the Emcees are not going around to explore the food stalls, eating and losing focus on something else during their time as it is hard to find them later because of the crowd. They can do this during the long performances such as 35 minutes or stage break of 15 minutes.

4.3.3 Internal Performers

A Performance application form for university clubs to apply to will be released wherein clubs can provide us with details such as their performance type, an audition tape and other information. Additionally, such club outreach has also been performed as a way to let clubs know about this opportunity and encourage them to apply.

We will be choosing roughly 5-10 University Clubs to perform at the event with a performance of around 10-15 minutes long. The type of performances would range from musical to dances to any creative pieces that could be engaging to the

audience and ties well with our theme.

Depending on their experience and quality, we will be providing compensation to all the performers, which will be discussed individually after the first selection process.

4.3.4 External Performers

Similar to what we conduct with our internal performances, we will be reaching out to external performers to gauge their interest in performing for our event. We will be discussing possible performances, length and cost for performances and its relation with our theme for the event and how we can utilize this performance to engage our audience.

Note: There will be a pair of ISAs who will be in charge of working with the performers to ensure that they reach the stage on time and does not roam around and miss their performing time.

4.3.5 AVMelbourne

After finalizing the list of internal and external performers, we will be working closely with AVMelbourne to discuss the band equipment requirements as well as constructing the best run sheet order to ensure that there are smooth transitions in between activities. We will discuss the flow of the event, how we want the music to be, who is going to set up and pack down the props, etc. Test and tag sessions will also be conducted to ensure that all the equipment are safe and functioning properly.

4.3.6 Event flow (expected timeline not the finalized one)

Start the event with a fun performance, preferably a jazz band or performances that can roam around the event. Towards the night, around 7.00pm onwards, we will allocate exciting performances to drive people to the stage after visiting food stalls and other areas. This ensures that we give everyone time to show up before our best performances happen. We also leave some break time for preparation, crowd dispersion and let the stage be quiet before continuing with the show.

Start	Finish	Activity	Location
4.00pm	4.30pm	Set Up	All Food Stalls, Stage and Venue
4.30pm	5.00pm	VIP Reception	TBD

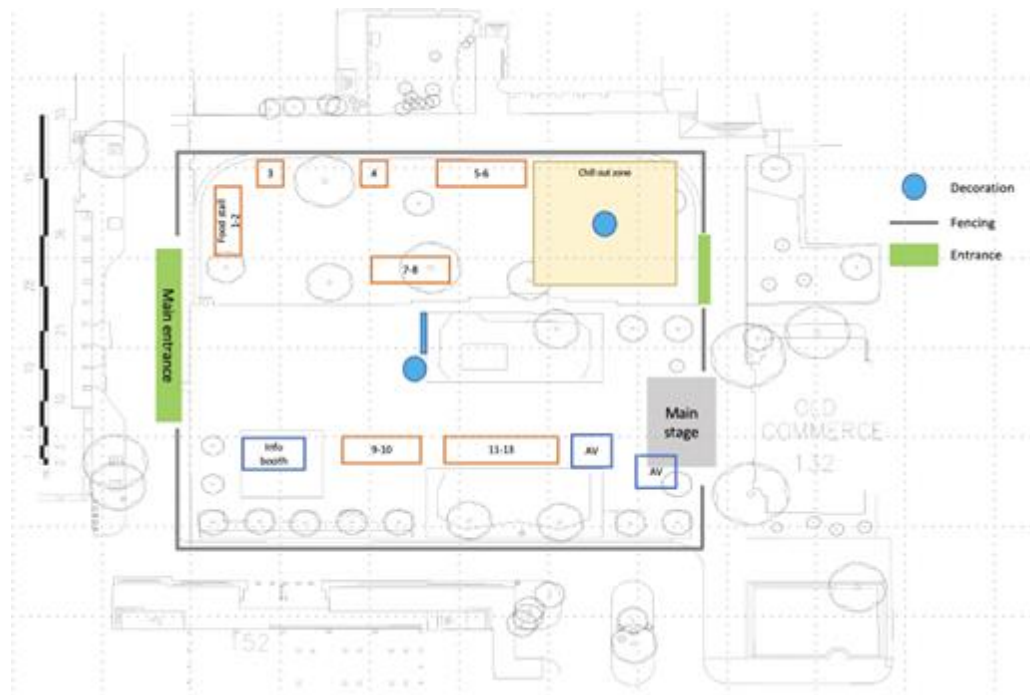
5.00pm	5.20pm	Opening Ceremony	Concrete Lawn Stage
5.25pm	5.40pm	Jazz band performance (band)	Concrete Lawn Stage
6.00pm	6.30pm	External - Group Dance	Concrete Lawn Stage
6.35pm	7.55pm	External: Circus/magic show/juggler	Concrete Lawn Stage
7.00pm	7.10pm	Internal - Group Dance	Concrete Lawn Stage
7.15pm	7.25pm	Internal - Group Dance	Concrete Lawn Stage
7.30pm	7.40pm	Internal - Group Dance	Concrete Lawn Stage
20 Minutes Stage Break			
8.00pm	8.15pm	Internal - Solo singing	Concrete Lawn Stage
8.20pm	8.35pm	Internal - Group Dance	Concrete Lawn Stage
8.40pm	9.00pm	External - Circus	Concrete Lawn Stage
9.05pm	9.25pm	External - Singing	Concrete Lawn Stage
9.30pm	9.40pm	Internal - Group Dance	Concrete Lawn Stage
9.45pm	10.00pm	Internal - Group Dance (this is the best performance which we save for the last)	Concrete Lawn Stage
10.00pm	10.05pm	Closing Ceremony	Concrete Lawn Stage

4.4. Layout and overall operations

Coordinators: Kayden SAINGAM

4.4.1 Concrete Lawn Layout (Subject to change)

The layout above is a draft. It is not final and does not include equipment, and lighting yet. Many iterations and versions will be made accordingly as we gather more information. Entrance and Exit points are to be drafted, as well as a plan to manage the queue.



4.4.2. Health and Safety Protocols

Bookings will be made for Security, Fire Safety and Paramedics to ensure that all of them will be on standby on the event day to prevent or assist any unexpected emergencies.

4.5. Stage Details

Stage will be set up by AVMelbourne from a vendor. The stage area features a solid deck, a roof canopy for weather protection, entry and exit stairs, real screens as well as an adjustable base to deal with sloping sites. A Public Address (PA) system will also be set up at the stage wings (2.4m x 1.2m). A few options will be presented to the team with corresponding pricing, performance coordinators will evaluate options and inform everyone with their choice.

5.0. Manpower

The HR Team will be responsible for these tasks throughout the event:

- ISA Decoration, ISA photographer recruitment
- ISA and OB task sheet coordination and allocation
- Night Market Voucher distribution

5.1. Sponsorships

Coordinators: Ella Liang

We plan to have food stalls from sponsors to give out free products to students. Then after the event, we will encourage people to write the feedback, incentivised with prizes from sponsors.

We will be working closely with the Sponsorship Team to obtain sponsors for our event, potentially in the form of prizes we can distribute to students and food stalls.

5.2. Publicity

Coordinators: Zhao He KOK

5.2.1. Internal Publicity

Publicity material such as posters, flyers, logos, mascots and such are to be made by the UMSU Design Team. All design collaterals are estimated to be finalised and publicised through ISAs and social media by the end of Week 5. A Facebook Event Page will also be created by then to ensure that we are able to create the hype and communicate any updates as we come closer to the event date itself. The Media and Marketing Department will also assist in creating a weekly marketing plan to ensure that we are able to publicise the event to the best of our abilities.

5.2.2. External Publicity

The Students Programs Coordinator will be assisting us to publicise the event via Discover Unimelb and the Provost Email.

5.3. VIP reception

Coordinators: EXCO

VIP invitations are sent out by the start of week 4. The reception venue shall be UMSU International Lounge (but is subject to change and TBD).

VIPs will gather at 4:15pm to mingle with the UMSU Intl Executive Committee and receive a booklet of the event. Catering of beverages and refreshments will be provided for VIPs during reception. VIPs will head to the stage for the opening ceremony and opening performance. After the opening performance, VIPs are dismissed to explore around the event. A selected VIP will also be asked to make a speech on stage.

5.4. Documentation

A professional Videographer and Photographer will be hired to document the event and produce the post-event video. Timesheets will also be provided prior to the event to ensure that they will be aware of specific activities that need to be documented.

6. Budget

A total of **\$87,000** have been allocated for this event, with the breakdown as listed below:

6.1. Notes on Budget

UMSU International is a not-for-profit organization and is eligible to claim back the 10% GST. Therefore, the actual budget allocated (ie. \$87,000.00) is a number that excludes GST, meaning actual expenditure (incl. GST) is up to \$95,000.00

6.2. Budget Breakdown

Items	Proposed Budget (\$)
Decoration <ul style="list-style-type: none">- Transportation- Handmade Items Materials- Photobooth	\$3,500.00

Performance <ul style="list-style-type: none"> - Emcee props and costumes - Internal/Student performers - External performers - Stage props 	\$6,000.00
Food Stalls <ul style="list-style-type: none"> - Equipment (hygiene) - Food premises registration - Competition prizes - Chef hire 	\$10,000.00
Activities <ul style="list-style-type: none"> - Raffle Prizes to encourage feedback (Sponsored) 	\$500.00
Equipment Hire <ul style="list-style-type: none"> - Marquees - Gas stoves - BBQ Pits - Etc. - Portable Kitchen 	\$23,000.00
AV Melbourne Hire <ul style="list-style-type: none"> - Stage - PA/Sound system - Test and Tag - Labour Cost - FX lighting (vs white lighting) 	\$25,000.00
Publicity <ul style="list-style-type: none"> - Printing - Facebook boost advertising 	\$500.00
Organizational Health & Safety <ul style="list-style-type: none"> - Security - Cleaning services - Fire Safety - Paramedic 	\$6,500.00
VIP Reception <ul style="list-style-type: none"> - Catering 	\$1,000.00

- Parking	
Kitchen Hire - Kitchen hire at Old Quad - Cold room	\$3,000.00
Others - Documentation (Videographer) - ISA appreciation - Cultural costume reward (\$10 voucher to any food stall)	\$6,000.00
Miscellaneous Budget	\$2,000.00
Total Amount (Night Market 2025) (excl. GST)	85,000.00

7. Conclusion

This concludes our proposal for the Night Market Proposal 2025. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Kayden SAINGAM

Cultural and Social Department 24/25

Central Committee Meeting #8 – Tuesday, 18th March 2025

1. Introduction

The ISA Recruitment 2025 will be divided into two parts: February Intake and March Intake (further explained in a separate proposal). The February Intake mainly functions to recruit ISAs for the upcoming events before the start of the upcoming semester (E.g. Summerfest). Meanwhile, the ISAs from March Intake will focus on supporting any events going to be conducted after the start of Semester 1, 2025.

With regards to the February recruitment period, the process consisted of the ISA application, interview and selection. The team in charge of organising this event involved all the Human Resources (HR) department members.

2. Objectives

- Start recruiting and selecting the new batch of ISAs for Semester 1, 2025.
- Recruit around 35-40 ISAs out of 146 applications for the February Intake.
- To gain manpower for events during Semester 1, 2025 and Semester 2, 2025.
- Allow multiple opportunities for students of the University of Melbourne to be more involved in the university community and activities in 2025.

3. Event Timeline

Date (might change depending on committee members' availability)	Activity	Descriptions	PIC
Pre-event Preparations			
	Contact M&M and Start Teamwork	Contact CME and Start Teamwork for ISA Recruitment Promotion Posters	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA,

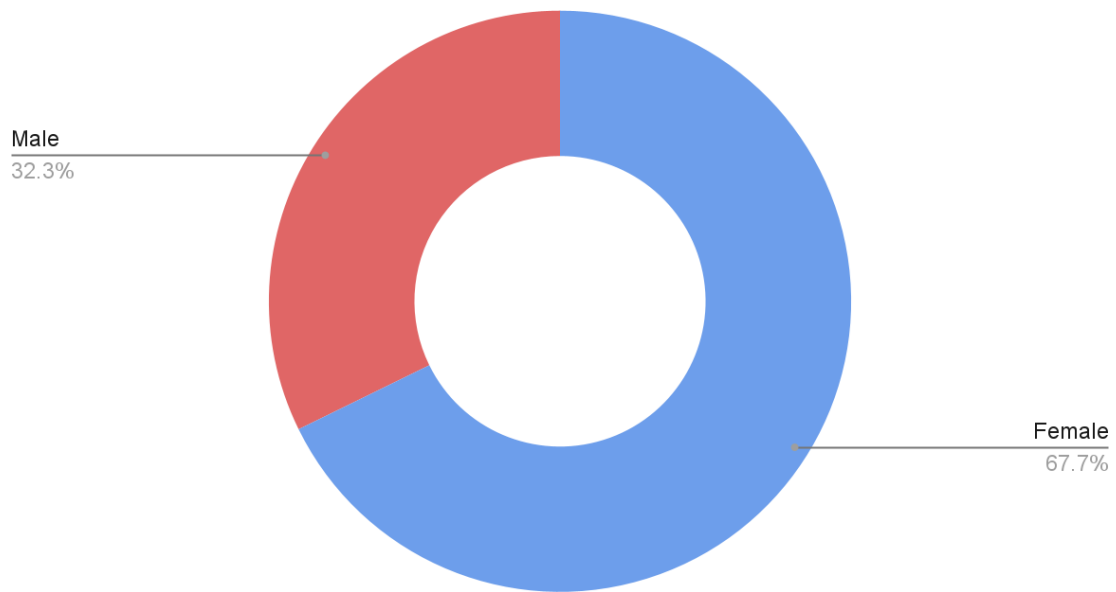
1/12/2025 - 25/1/2025			Suhas AGRAWAL, Jasmine LOW
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
Event Day			
26/1/2025 - 2/2/2025	Open ISA Application	Application will be opened to all University of Melbourne's students	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
26/1/2025 - 4/2/2025	First round selection	First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
7/2/ 2025 - 9/2/2025	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
Post Event			
10/2/2025	Send Emails	Send out acceptance and rejection emails for candidates	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
13/2/2025	Big Day Out	A welcoming and induction event for ISAs	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW

4. Application Results and Statistics (February 2025 Intake)

Out of 146 applicants, 66 candidates had attended the interviews. For the February term, the HR department has selected 31 ISAs. Here are the statistics of the ISAs:

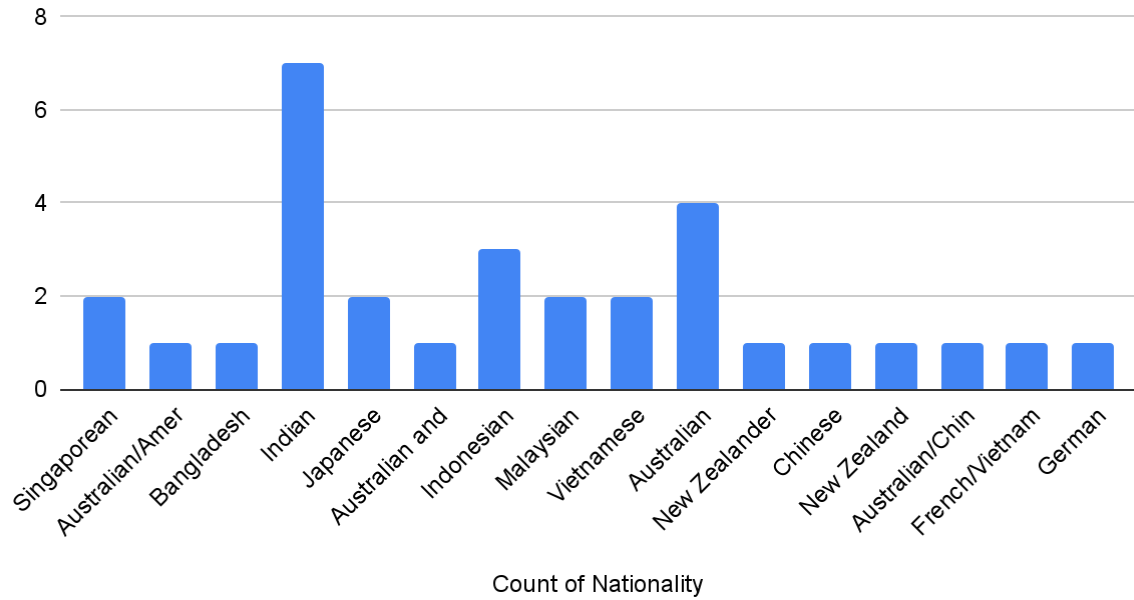
a. Gender

Count of Gender in ISA Program (Feb 2025 Intake)



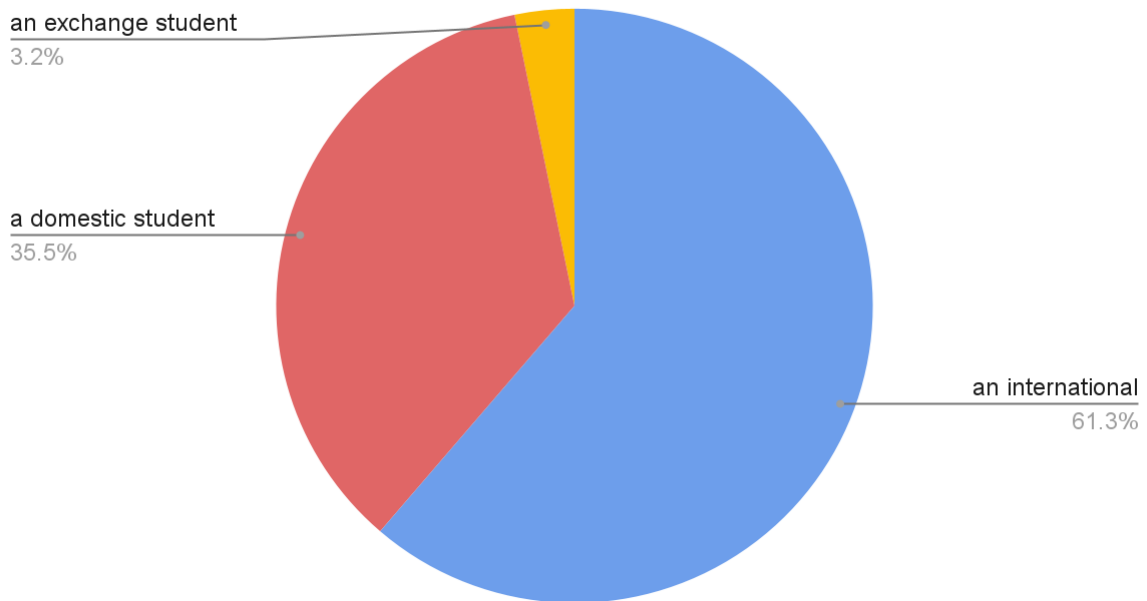
b. Nationality

Count of Nationality in ISA Program (Feb 2025 Intake)



c. Student Status (Local/International Student)

Count of Student Status in ISA Program (Feb 2025 Intake)

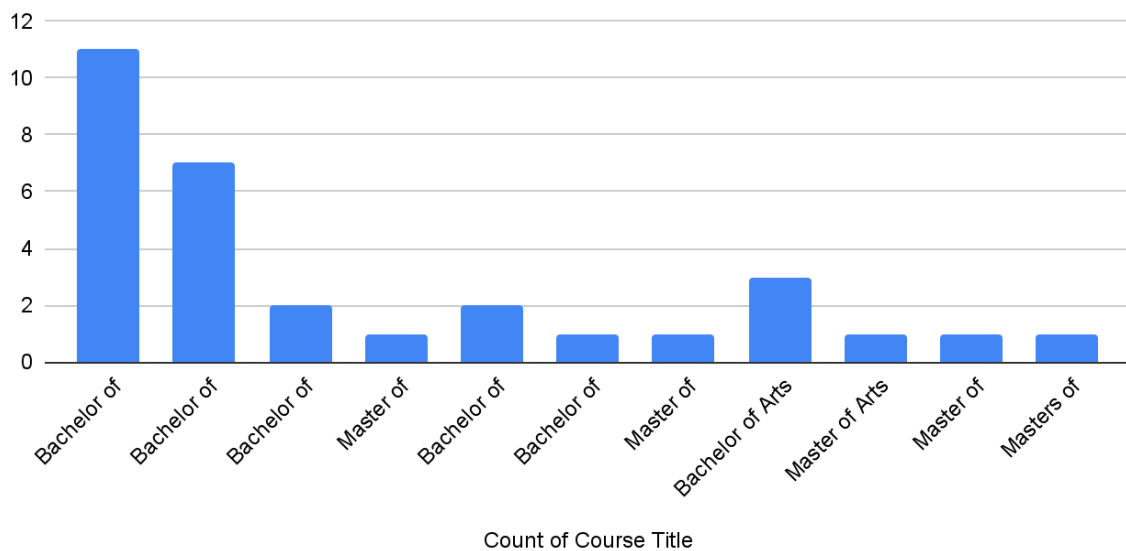


d. Onshore/Offshore

All of the ISAs recruited in this intake are onshore.

e. Course Title

Count of Course Title in ISA Program (Feb 2025 Intake)



5. Expenditure

A total of **\$110** have been allocated for this event, and the total actual expenditure for this event is **\$76**, this was higher than expected due to tax, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)

Social Media Advertisement	1	76.00	76.00	110.00
TOTAL			76.00	110.00
Surplus			34.00	

6. Conclusion

This concludes our report for the ISA Recruitment February 2025 Intake. Please do not hesitate to approach the HR department if you have any questions or suggestions.

Prepared by,

Kayven Claus SATRIO
Human Resources Director 2024/25
UMSU International

Summerfest Giveaway Semester 1 2025 Report

Central Committee Meeting – 18th March 2025

1. Introduction

This report provides a summary of Summerfest 2025, a welcoming and engaging event organized by the Cultural and Social department of UMSU International. Summerfest serves as an introduction for new students to university life, offering them an opportunity to connect with peers and learn about upcoming events. During this event, the Cultural and Social department distributed drinks, gifts, and merchandise, fostering an inclusive and friendly atmosphere. The event aimed to create a sense of community, ensuring that students feel welcomed and informed about the various cultural and social experiences that UMSU International has to offer.

2. Event Details

Date	: 25 th February 2025
Venue	: ERC
Number of Attendees	: 1000
Coordinators	: Damian NGUYEN, Shreeyukta ADHIKARI, Kayden SAINGAM
Manpower	: 3 OBs & 18 ISAs (including coordinators which consists of 2 OBs)
Budget	: \$4000

3. Event Overview

This event consisted of packing and distribution of merch, snacks and other prizes in a tote bag designed by MnM during orientation week.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	December	Logistics	Decide what prizes and snacks to be ordered	Damian NGUYEN
	February	Logistic	Order snacks and prizes to be included in the giveaway	Damian NGUYEN
	February	Manpower	Request manpower (ISAs and OBs) from HR	Damian NGUYEN, Shreeyukta ADHIKARI
	February	Packing	Packing individual giveaway bags	Damian NGUYEN, Shreeyukta ADHIKARI, Kayden SAINGAM
Event Day				
	Orientation week	Setting up	Before the start of the first shift, OBs and ISAs will set up UMSU INTL banner and tables for the giveaway	Damian NGUYEN, Shreeyukta ADHIKARI, Kayden SAINGAM
	Orientation week	Distribution	For each shift the team consists of 1 OBs and 3 ISAs who will distribute the goodie bags and engage with new students	Damian NGUYEN, Shreeyukta ADHIKARI, Kaydey SAINGAM

Pre-event

- ISAs and OBs will gather at a predetermined location to pack the Giveaway bags

Event Flow (subject to change)

Time	Activity	Details	PIC
10:00AM-10:15AM	Briefing	Ensure all ISAs and OBs remember to only give goodie bags after confirming students have followed UMSUi social media page + take attendance	Damian NGUYEN, Shreeyukta ADHIKARI
10:15AM-10:30AM	Set up	Setting up banner and tables	Damian NGUYEN, Shreeyukta ADHIKARI
10:30-03:00PM	Distribution	Giving goodie bags and engage with students	Damian NGUYEN, Shreeyukta ADHIKARI
03:00PM-03:15PM	Pack down	Clean and pack down the area	Damian NGUYEN, Shreeyukta ADHIKARI

5. Budget

A total of **\$4000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Crisps (packs of 20)	40	7.50	300.00
Drinks (packs of 30)	27	28.30	764.10
Museli Bars (packs of 6)	134	2.75	368.50
Paper Bags (packs of 100)	8	4.00	32.00
TOTAL			1464.60
SURPLUS			2535.40

5. Reflection

- The event saw a **high turnout with over 1000 attendees** which indicated strong interest and engagement.
- There were **long queues** formed throughout the event and that displayed the enthusiasm for the goodie bags and tote bags.
- The **tote bags, designed by MnM, received positive feedback**, as the students were appreciating their quality and design.
- Many students expressed **gratitude for the giveaway**, which contributed to a welcoming and inclusive atmosphere.
- The event **successfully introduced new students to UMSU International**, allowing them to learn about upcoming events and opportunities.
- There was an unfortunate incident involving one of the ISAs and the CNS department sincerely regrets the distress caused as the **extreme heat caused significant distress to all of the ISAs**.
- **Uneven distribution of manpower** led to moments where queues became overwhelming and caused delays in handing out giveaways.

6. Suggestions

- It might be helpful to provide cooling stations, fans, or mist sprays to help ISAs cope with extreme temperatures.
- We will Assign more ISAs and OBs during peak hours to avoid overwhelming queues.
- **We could also Implement shift rotations** by scheduling shorter shifts with breaks for ISAs
- **We could also offer multiple distribution points** by setting up additional stations to reduce congestion.
- **The CNS department will ensure a proper incident response during the upcoming events** by having a first-aid station and if it is possible, a welfare officer could be assigned to support any ISAs in distress.
- **We will also provide hydration and snack** to keep ISAs and OBs energized with water and light refreshments throughout the event.

7. Conclusion

This concludes our proposal for the Winterfest Giveaway Proposal 2025. Please do not hesitate to contact the Cultural and Social Department should you have any queries.



Prepared by,

Shreyukta ADHIKARI

Cultural and Social Department 2024/25

UMSU International

6. Other Business

- Upcoming Elections
- Issues with CME
- Bonding Activity Ideas
- ISS Briefing

7. Next Meeting

CCM #9

Date : Tuesday, 1st April 2025 (17:00)

Venue : Turner Theatre