Agenda

Emergency Central Committee Meeting #2 – Monday, 8th July 2024

Time : 16:00  
Venue : Zoom

1. **Procedural Matters**
   1. Acknowledgement of Indigenous Owners
   2. Official Welcome
   3. Attendance
   4. Apologies
   5. Adoption of Agenda
2. **Matters Arising from Previous Minutes**
3. **Confirmation of Previous Minutes**
   1. CCM #12
4. **Proposals**
   1. Heads of Clubs Sem 2 2024 Proposal
   2. Food Adventure Sem 2 2024 Proposal
   3. WinterFest Giveaway Sem 2 2024 Proposal
   4. Symphonies of Nations Sem 2 2024 Proposal
5. **Reports**
6. **Other Business**
7. **Next Meeting**

Unconfirmed Minutes

Central Committee Meeting #12 – Monday, 20th May 2024

Time : 17:00

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre

1. **Procedural Matters** 
   1. **Acknowledgement of Indigenous Owners**
   2. **Official Welcome**
      1. Committee 2024/2025
   3. **Attendance and apologies**
      * + Attendance – 33/39 members

Absent with Apologies

Directors: Hiranmayi Ramesh

Officers: Asawari Sahebrao Sirsat, Yashvi Narula, Christopher Minn, Mansi Rawat, Rebecca Christopher

Late with No Apologies

Officers: Jesslyn ANDRIONO, Christie DEANDRIA, Soudaphone SITTHIXAY (Planet)

Leaving Early with No Apologies

Officers: Jesslyn ANDRIONO

Motion 1

Move that Standing Orders be adopted for CCM #12 at 5:08PM**.**

Mover : Robertus Jonathan INDRADJAJA

Seconder : Gurshan Singh NANDA

CARRIED without contention.

**1.5. Adoption of Agenda**

Motion 2

Move that the Agenda for CCM #12 be adopted.

Mover : Ying Yu CHEN (Danielle)

Seconder : Yuen Jie NG (Jason)

CARRIED without contention.

1. **Matters Arising from Previous Minutes**
2. **Confirmation of Previous Minutes**

Motion 3

Move that the minutes of CCM #11 be accepted and confirmed as a true and accurate record.

Mover : Yuxuan LIU (Linda)

Seconder : Shifa NATHANI

**Motion Carried.**

Motion 4

Move that the **Yearbook Proposal** be accepted**.**

Mover : Sol KWON

Seconder : Chenxi SONG (Vicky)

Budget Line :  3713 Merchandise

**Motion carried.**

Motion 5

Move that the **Meat and Greet 2024 Report** be accepted**.**

Mover : Christie DEANDRIA

Seconder : Coby CHEUNG

**Motion carried**.

Motion 6

Move that the **Earth Week Report** be accepted**.**

Mover : Jeslyn TANDYAJAYA

Seconder : Rachel ZHOU

**Motion carried.**

Motion 7

Move that the **International Student Survey Report** be accepted**.**

Mover : Tiffany Au YEUNG

Seconder : Ella LIANG

**Motion carried.**

Motion 8

Move that the **Mental Health Week Report** be accepted**.**

Mover : Luong Hien TAM (Tam)

Seconder : Andrea MAKATITA

**Motion Carried.**

Motion 9

Move that the **PR Visa Workshop Report** be accepted**.**

Mover : Zijia ZHOU (Gia)

Seconder : Xinyuan WANG (Cynthia)

**Motion Carried.**

1. **Other matters**
2. Official Reprimand for Asawari Sahebrao Sirsat
3. Official Reprimand for Planet Sitthixay
4. Second Vote of No Confidence for Aksh Batra
5. International Student Cap & 485 Graduate Visa Policy

Motion 10

Move that the **Second Vote of No Confidence for Aksh Batra** be accepted.

For : 19

Against : 5

Abstain : 8

**Motion Carried.**

Motion 11

Move that Standing Orders for CCM #12 be suspended at 6:01PM.

Mover : Wun Tung LUM (Cherry)

Seconder : Luong Hien TAM (Tam)

**Motion carried.**

Motion 9

Move that CCM #12 be adjourned at 6:02PM.

Mover : Christie DEANDRIA

Seconder : Tanveen KAUR

**Motion carried.**

**Prepared by,**

**Yhi Zhen LIM (Ethan)**

**General Secretary 2023/24  
UMSU International**

Heads of Clubs Proposal

Emergency Central Committee Meeting #2– Monday, 8th July, 2024

1. **Introduction**

Heads of Clubs is a semi-formal networking event where executive committee members of clubs within the university are invited to get to know more about the projects held by UMSU International and what UMSU international can offer to them.

1. **Objectives**

This event aims to:

* To introduce UMSU International facilities and increase the clubs’ awareness amongst existing clubs within the University of Melbourne community.
* To foster professional relations between UMSU International with existing University of Melbourne UMSU International affiliated clubs.
* To introduce clubs to the grants available from UMSU International the SSAF and potential collaborations.
* To create an open platform for clubs to publicise their events for the semesters and discuss potential challenges and problems they may face.

1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Date | : | Wednesday, 6th August 2024, 4.30 - 7.00 PM |
| Venue | : | Forum Theatre |
| Number of Attendees | : | 60 |
| Coordinators | : | Ella LIANG, Seoyoun KIM |
| Manpower | : | Coordinators & 2 OBs & 3 ISAs |
| Budget | : | $1100.00 |

1. **Event Timeline**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Wk #** | | **Date** | | **Activity** | | **Descriptions** | | **PIC** | |
| **Pre-event Preparations** | | | | | | | |  | |
| N/A | | July 8 | | Present Proposal | | * Present proposal during ECCM | | Ella LIANG | |
| N/A | | July 8 - 12 | | Prizes | | * Contact UMSU Advertising Officer about prizes available to use during the event | | Ella LIANG | |
| N/A | | July 8 - 12 | | Logistics | | * Book venue * Order food from Vendors * Buy Drinks and Supplies * Ticketing link from CME Help Desk * Task sheet for ISAs | | Ella LIANG, Seoyoun KIM | |
| 0 | | July 15-19 | | Promotion | | * Notify M&M about promotion at least 2 weeks prior to promotion period * Arrange social media promotion for the event via UMSU International socials * ISA Publicity Hours * Brief ISAs on event requirements (including food handling) | | Ella LIANG  Seoyoun KIM | |
| 0 | | July 15-19 | | Department Slides | | * Notify committee about slides * Finalise and compile slides | | Ella LIANG | |
| 0 | | July 15-19 | | Participants | | * Write email drafts for clubs * Invite participants * Confirm number of participants and dietary requirements | | Ella LIANG  Seoyoun KIM | |
| 1-2 | | July 22 - 29 | | Feedback Form | | * Create feedback form to be used on the day post-event | | Ella LIANG | |
| **Event Day** | | | | | | | |  | |
| 3 | | August 6 | | Heads of Clubs Event | | (Written in event flow down below) | | Ella LIANG  Seoyoun KIM | |
| **Post Event** | | | | | | | |  | |
| 4 | | August 12-16 | | Report | | Writing and filling out the report | | Ella LIANG  Seoyoun KIM | |
| 6 | | N/A | | Present Report | | Present report in CCM | | Ella LIANG | |

**Event Flow**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Details** | **PIC** |
| 4.30 PM | Event Preparation | * Chairs * Utensils and tables set up * Getting presentation ready * OBs arrive * ISAs help * Arrange food delivery | Ella LIANG  Seoyoun KIM |
| 5.30 PM | Introduction | * Participants arrive * Introduction of event * Participants can take drinks * ISAs hand out appetisers and label main foods | Ella LIANG |
| 5.30-6:10PM | Presentations | * Exco presentation * Department presentations * Order: * President * Vice president + E&W, * Vice president + C&S, * Vice president + M&M, * HR * P&S + Treasure + Grants | Ella LIANG  Seoyoun KIM |
| 6:10-6:30PM | Icebreaker activities | * PnS initiate activities with participants * Give prizes to winners | Ella LIANG |
| 6:30-7:15 PM | Networking and Eating | * ISAs and OBs will help to distributing food to participants and other OBs * OBs and participants network and interact | Ella LIANG  Seoyoun KIM |
| 6:15 - 7.50PM | End of Event | * Thank participants for coming * Instruct ISAs to ask participants to fill out feedback form | Ella LIANG |
| 7:50 - 8:20 PM | Clean Up | * ISAs and P&S department clean up once all participants leave | Ella LIANG |

1. **Budget**

A total of **$1100** has been allocated for this event, with the breakdown as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Quantity** | **Unit Cost (AUD)** | **Allocated Budget (AUD)** |
| Food Catering | 1 | $750 | $750.00 |
| Beverages | 1 | $80.00 | $80.00 |
| Napkins: 100 serviettes | 2 | $2.40 | $4.80 |
| Gloves | 1 | $10.00 | $10.00 |
| Name Tag Pack | 2 | $35.97 | $71.94 |
| Prizes | 3 | $16.00 | $48.00 |
| Miscellaneous | - | - | $135.26 |
| **TOTAL** | | | **$1100.00** |

1. **Conclusion**

The Partnership and Sponsorship department believes and hopes that by organising the Head of Clubs meeting clubs at the University of Melbourne will be more aware of UMSU International and re-emphasis our services and features that might prove useful to clubs, both new and well-established ones. In addition, establishing new and fostering existing relationships with the clubs would also help build better relationships with the many clubs at the University of Melbourne, potentially catalysing collaborations with UMSU International in the future.

This concludes our proposal for the Semester 2 Heads of Clubs Proposal 2024. Please do not hesitate to contact the Partnership and Sponsorship Department should you have any queries.

**Prepared by,**

**Ella Liang**

**Partnership and Sponsorship Department 2024/25**

**UMSU International**

Food Adventure Sem 2 2024 Proposal

Emergency Central Committee Meeting #2 – Monday, 8th July, 2024

1. **Introduction**

Food Adventure is an opportunity for students to befriend and familiarize Melbourne by delving into its food culture. Students will get to try on delicacies of diverse cuisines from several restaurants. Students will be split into groups and led to discover

1. **Objectives**

This event aims to:

* Provide the opportunity for freshmen to gather and socialize
* Allow students to experience the diverse food culture in Melbourne
* Promote UMSU International by providing participants with information about us throughout the event

1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Date | : | Saturday, 10th August 2024 [(Time - Melbourne time)] |
| Venue | : | In person, South Lawn |
| Number of Attendees | : | 150 |
| Coordinators | : | Kayden SAINGAM, Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU |
| Manpower | : | 12 OBs & 24 ISAs (including coordinators which consists of 3 Committee Members) |
| Budget | : | $5500 |

1. **Event Overview**

The students will be divided into 12 groups where each group will visit 4 restaurants at either South Melbourne Market, CBD or South Yarra.

Potential List of Restaurants: **(Subject to Change)**

|  |  |  |
| --- | --- | --- |
| **South Melbourne** | **South Yarra (Vegan)** | **North Melbourne/QVM** |
| Dessertopia | Hello Sam | Kenangan |
| Hector’s Del | Jumi’s Cafe | Maria's Trattoria |
| Ayam Penyet Ria | A25 Pizzeria | Lukumades |
| Meetbowl/BAMBU | KungFu Burger/Madam | Pho Victoria/Le Bajo |
|  | saigon baguette | Milkbar |

1. **Event Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk #** | **Date** | **Activity** | **Descriptions** | **PIC** |
| **Pre-event Preparations** | | | |  |
| 0 | 3/7/2024 | Initial planning | First meeting to delegate works | Kayden SAINGAM, Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU |
| 0 | 5/7/2024 | Proposal | Start writing the proposal | Xin Huai LEE |
| 0 | 10/7/2024 | Teamwork Setup | Setting up the team project with UMSU staff members | Kayden SAINGAM |
| 0 | 12/7/2024 | Finalise restaurant  list | Finding a list of potential restaurants along each of the routes. | Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU |
| 0 | 15/07/2024 | Contact MnM for Promotion materials | Coordinating the design of the posts/poster | Ynez WU |
| 0 | 16/7/2024 | Contact restaurants | Initiating contact with the restaurants that made it through a finalized version of the list and gather the necessary information/documents | Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU |
| 0 | 18/7/2024 | Pre-order menu | Selecting a menu ahead of time | Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU |
| 0 | 19/7/2024 | Request invoice from restaurants | Asking the restaurants for invoices well in advanced after selecting the menu to be processed | Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU |
| 0 | 21/7/2024 | Creating Sign Up Sheets | Creating signup sheet that will include attendees dietary requirements, | Shreeyukta ADHIKARI |
| 1 | 23/7/2024 | Coordinate with HR for ISA signups | Coordinating with HR department to set up ISA volunteer document | Shreeyukta ADHIKARI |
| 1 | 26/7/2024 | Marketing + Ticketing | Coordinate with M&C to post the event on social media and registrations will open through the ticketing system | Ynez WU |
| 1 | 28/7/2024 | Create travel booklets + briefing documents | Writing up three travel booklets (for each route) for the participants and preparing the documents for the briefing (putting in PDF format for group chats in each route) Info will include: Contacts for PIC | Xin Huai LEE |
| 2 | 30/7/2024 | OB + ISA group allocation | Allocating the OB & ISA volunteers to each of the groups | Ynez WU |
| 2 | 30/7/2024 | Buying items for event | Any necessary materials such as wristbands or emergency equipment such as Epipens | Shreeyukta ADHIKARI |
| 2 | 31/7/2024 | Create feedback form | Setting up the feedback form that will be sent out at the end of the event | Xin Huai LEE |
| 2 | 2/8/2024 | Emailing participants to confirm attendance | Sending out emails to all the people who signed up via the TryBooking and confirming their attendance | Ynez WU |
| 2 | 5/8/2024 | Allocate participants into groups | Allocating the final list of participants into groups | Shreeyukta ADHIKARI |
| 3 | 9/8/2024 | Brief OBs and ISAs | Brief both the ISAs and OBs on how the event on the day itself will flow, which restaurants they will go to and talk about their roles. | Shreeyukta ADHIKARI |
| **Event Day** | | | |  |
| 3 | 10/8/2024 | Set up check in table | Setting up at Amphitheatre or south lawn | Kayden SAINGAM, Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU |
| 3 | 10/8/2024 | Briefing | Final brief for OBs and ISAs | Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU |
| 3 | 10/8/2024 | Event | The event will take place from 10:00 AM - 3:30 PM | Coordinators, OBs, ISAs |
| **Post Event** | | | |  |
| 4 | 12/8/2024 | Feedback survey | Travel buddies will tell their groups to fill out a quick feedback survey once the event ends. | OBs & ISAs |
| 4 | 13/8/2024 | Report | Writing up the report | Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU |

**Pre-event**

* Research and select 4 restaurants per route (South Melbourne Market, South Yarra, CBD).
* Contact each of the restaurants and decide on a menu. Then, retrieve the restaurant's COVID-19 safe plan and insurance policy.
* Coordinate the design of marketing material with UMSU Design Department and ticketing system with C&E.
* The ticketing system will have each attendee paying $5 to participate in the event
* Work with the HR department to get 24 ISAs to help guide the groups.
* Before the event day, event coordinators will brief the OBs and ISAs about their duties.

**Event Day**

* OBs and ISAs are to meet at the meeting point by 10 am to undergo the final briefing. OBs should take attendance of the ISAs.
* Participants are to gather at the meeting point starting from 10:20 AM. Event coordinators will brief participants. ISAs are to take attendance of their group members.
* By 11 AM, all groups should be on their way to their respective restaurants assigned.

**Event Flow**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Details** | **PIC** |
| 10:00 am - 10:10 am | Setting up check in table | Event coordinators will set up the check in table at South Lawn | Kayden SAINGAM, Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU |
| 10:10 am - 10:20 am | Briefing OBs and ISAs | Final briefing for OBs and ISAs. Reminding them that they can leave once their group is complete. | Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU |
| 10:20 am - 11:00 am | Taking attendance | Taking attendance of all the participants and allocating them into their groups. | Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU |
| 11:00 am - 11:40 am | Head to Routes | In groups of 10, participants are to separate and head into their own routes. Each coordinator and 1 OB will head to their allocated route to supervise. | Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU, ISAs and OBs |
| 11:45 am – 12:30 pm | First Restaurant | Group should arrive by 11:45 at their designated first restaurant. Timekeeper must remind all participants 5 minutes before they have to head out to the second restaurant. | Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU, ISAs and OBs |
| 12:45 pm - 1:30 pm | Second Restaurant | Group should arrive by 12:45 to the second restaurant. | Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU, ISAs and OBs |
| 1:45 pm - 2:30 pm | Third Restaurant | Group should arrive by 1:45 to the third restaurant. | Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU, ISAs and OBs |
| 2:45 pm - 3:30 pm | Fourth Restaurant | Groups should arrive by 2:45 to the fourth restaurant. | Xin Huai LEE, Shreeyukta ADHIKARI, Ynez WU, ISAs and OBs |

**Post Event**

* After 3:30 PM, each ISA leader should provide their group members with a link/QR code of the feedback survey to complete. Leaders should ensure the students complete the survey before leaving.  Students then can be on their way back.

1. **Budget**

A total of **$5500** have been allocated for this event, with the breakdown as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Quantity** | **Unit Cost (AUD)** | **Total Cost (AUD)** |
| South Melbourne Expenditure | 4 | 416.67 | 1666.66 |
| South Yarra Expenditure | 4 | 416.67 | 1666.66 |
| CBD Expenditure | 4 | 416.67 | 1666.66 |
| Tickets | 100 | 5 | 500.00 |
| **TOTAL** | | | **5500.00** |

1. **Conclusion**

This concludes our proposal for the Food Adventure Sem 2 2024 Proposal. Please do not hesitate to contact the Cultural & Social Department should you have any queries or suggestions for potential restaurants.

**Prepared by,**

**Kayden SAINGAM, Xin Huai LEE**

**Cultural & Social Department 2024/25**

**UMSU International**

WinterFest Giveaway Sem 2 2024 Proposal

Emergency Central Committee Meeting #2 – Monday, 8th July 2024

1. **Introduction**

The Cultural and Social department will be handing out snacks inside the bags designed by the Media and Marketing department. This is a small mingling event where we engage with new students and introduce them to UMSUi and our upcoming events.

1. **Objectives**

This event aims to:

* Ensure that students want to participate in the giveaway
* Ensure excitement and participation from international students

1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Date | : | 18th July 2024 |
| Venue | : | UMSU International Lounge, Level1 building 168 |
| Number of Attendees | : | 500 |
| Coordinators | : | Christian VALERIAN and Kayden SAINGAM |
| Manpower | : | 4 OBs & 18 ISAs (including coordinators which consists of 1 OBs) |
| Budget | : | $3500 |

1. **Event Overview**

This event will consist of Packing and Distribution

1. **Event Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk #** | **Date** | **Activity** | **Descriptions** | **PIC** |
| **Pre-event Preparations** | | | |  |
| 0 | July | Packing | This stage will consist of ISAs and OBs who will pack the giveaway bags | Christian VALERIAN,  Kayden SAINGAM |
| **Event Day** | | | |  |
| 0 | July | Setting up | Before the start of the first shift, OBs and ISAs will set up UMSU INTL banner and tables for the giveaway | Christian VALERIAN  Kayden SAINGAM |
| 0 | July | Distribution | For each shift the team consists of 1 OBs and 3 ISAs who will distribute the goodie bags and engage with new students | Christian VALERIAN  Kayden SAINGAM |

**Pre-event**

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

**Event Flow**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Details** | **PIC** |
| 10:30AM-  10:45AM | Briefing | Ensure all ISAs and OBs remember to let the students choose only one souvenir and one of each snacks. confirming students have followed UMSUi social media page + take attendance | Christian VALERIAN  Kayden SAINGAM |
| 10:45AM-  11:00AM | Set up | Setting up banner and tables | Christian VALERIAN  Kayden SAINGAM |
| 11:00AM-  02:00PM | Distribution | Giving goodie bags and engage with students | Christian VALERIAN  Kayden SAINGAM |
| 02:00PM-  02:15PM | Pack down | Clean and pack down the area | Christian VALERIAN  Kayden SAINGAM |

1. **Budget**

A total of **$3500** have been allocated for this event, with the breakdown as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Quantity** | **Unit Cost (AUD)** | **Total Cost (AUD)** |
| Snacks and giveaway items | 500 | 7 | 3500.00 |
| **TOTAL** | | | **3500.00** |

1. **Conclusion**

This concludes our proposal for the Winterfest Giveaway Proposal 2024. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

**Prepared by,**

**Christian VALERIAN**

**Cultural and Social Department 2023/24**

**UMSU International**

Symphonies of Nations Sem 2 2024 Proposal

Emergency Central Committee Meeting #2 – Monday, 8th July 2024

1. **Introduction**

The Symphonies of Nations is an event in collaboration with the Apollo Music Society, showcasing different music from different countries in an instrumental arrangement.

1. **Objectives**

This event aims to:

* Provide a different kind of entertainment for students
* Showcase different international music
* Celebrate the diversity of students at the University of Melbourne

1. **Event Details**

|  |  |  |
| --- | --- | --- |
| Date | : | Thursday 1st August 2024 |
| Time: | : | 6:00 pm – 8:00 pm |
| Venue | : | Union House Theatre |
| Number of Attendees | : | ~150 |
| Coordinators | : | Kayden SAINGAM, Isaac HII, Harsh Wardhan PATEL, Shamika SHARMA |
| Manpower | : | 6 Committee Members & 10 ISAs (including coordinators which consists of 4 Committee Members) |
| Budget | : | $4500 |

1. **Event Overview**

Symphonies of Nations is an event that aims to highlight the diversity of cultures present at the University of Melbourne through music. This event will consist of performances from three different ensembles, courtesy of the Apollo Music Society (AMS), each playing instrumental pieces of different cultures. Post-event, there will also be time for attendees to mingle and enjoy free finger food and drinks.

1. **Event Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wk #** | **Date** | **Activity** | **Descriptions** | **PIC** |
| **Pre-event Preparations** | | | |  |
| 0 | 28th June | Reaching out to AMS | * Liaising with AMS about them performing | Kayden SAINGAM |
| 0 | 5th July | Meeting with CME | * Kick-off meeting with CME to discuss details | Kayden SAINGAM, Christian VALERIAN |
| 0 | 5th July | Meeting with UHT | * Meeting with UHT Production Manager | Kayden SAINGAM, Christian VALERIAN |
| 0 | 6th July | Proposal | * Draft proposal | Kayden SAINGAM, Isaac HII |
| 0 | 12th July | Decoration | * Finalise decorations for the stage | Kayden SAINGAM, Harsh Wardhan PATEL, Isaac HII, Shamika SHARMA |
| 0 | 15th July | Open bookings | * Open ticketing for event | Isaac HII, Shamika SHARMA |
| 0 | Week commencing 22nd July | Meeting with UHT | * 2-week meeting with UHT Production Manager | Kayden SAINGAM, Harsh Wardhan PATEL |
| 0 | 15th July | Request ISAs | * Fill out HR ISA request form | Harsh Wardhan PATEL |
| 0 |  | Sound & lighting training | * Partake in training to operate sound and lighting systems |  |
| 0 | 22nd July | Catering | * Reach out to vendor for catering on event day | Isaac HII |
| 1 | 22nd July | Feedback | * Create feedback form | Shamika SHARMA |
| 2 | 30th July | Event preparations (in venue) | * Venue induction * Orchestra layout check * Audio setup & line check * Put up the decoration |  |
| **Event Day** | | | |  |
| 2 | 1st August | Event prepations | * Soundcheck * Technical rehearsals | Kayden SAINGAM, Harsh Wardhan PATEL, Isaac HII, Shamika SHARMA |
| 2 | 1st August | Performance | * Ensembles perform   + Stage Band   + Symphonic Ensemble   + Clarinet Ensemble * Post-event food and mingling | Kayden SAINGAM, Harsh Wardhan PATEL, Isaac HII, Shamika SHARMA |
| **Post Event** | | | |  |
| 2 | 1st August | Bump out | * Pack up venue | Kayden SAINGAM, Harsh Wardhan PATEL, Isaac HII, Shamika SHARMA |
| 2 | 1st August | Record ISA hours | * Record hours for ISAs | Shamika SHARMA |
| 3 | August | Feedback | * Collect and collate feedback * Complete UHT post-event survey | Harsh Wardhan PATEL, Isaac HII, Shamika SHARMA |
| 4 | August | Report | * Present report | Harsh Wardhan PATEL |

**Pre-event**

* Complete production schedule, set plan, lighting plan, and audio plan for UHT by their respective deadlines
* Meet with UHT team to discuss details
* Finalise and confirm AMS ensembles’ repertoires
* Undertake lighting and audio operation training
* Open bookings for event
* Create feedback form
* Contact and confirm with vendor for catering
* Venue induction, sound checks, technical rehearsals

**Event Day**

**Event Flow (Subject to change following UHT Production schedule)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Details** | **PIC** |
| 11AM – 12:30PM | Soundcheck | Testing sound and making necessary adjustments to venue | Kayden SAINGAM, Harsh Wardhan PATEL, Isaac HII, Shamika SHARMA |
| 12:30PM – 3:30PM | Technical rehearsals |  | Kayden SAINGAM, Harsh Wardhan PATEL, Isaac HII, Shamika SHARMA |
| 3:30PM – 4:30PM | Meal break |  |  |
| 4:30PM - 6PM | Pre-event preparation | Company call, FOH call & induction, showing people to seats | Kayden SAINGAM, Harsh Wardhan PATEL, Isaac HII, Shamika SHARMA |
| 6PM – 7PM | Performance |  | Kayden SAINGAM, Harsh Wardhan PATEL, Isaac HII, Shamika SHARMA |
| 7PM – 8PM | Post-performance mingling | Serve finger-food and drinks | Kayden SAINGAM, Harsh Wardhan PATEL, Isaac HII, Shamika SHARMA |
| 8PM | Bump out | Clean up and pack up venue, lock up | Kayden SAINGAM, Harsh Wardhan PATEL, Isaac HII, Shamika SHARMA |

**Post Event**

* Bump out of venue
* Collect feedback
* Complete UHT debrief survey

1. **Budget**

A total of **$4500** have been allocated for this event, with the breakdown as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Quantity** | **Unit Cost (AUD)** | **Total Cost (AUD)** |
| AMS Fee | 1 | 1000 | 1000.00 |
| Ticketing | 150 | 5 | 750.00 |
| Refreshments | 150 | 10 | 1500 |
| Miscellaneous | 1 | 1150 | 1250.00 |
| **TOTAL** | | | **4500.00** |

1. **Conclusion**

This concludes our proposal for the Symphonies of Nations Proposal 2024. Please do not hesitate to contact the Cultural & Social Department should you have any queries.

**Prepared by,**

**Kayden SAINGAM, Isaac HII**

**Cultural & Social Department 2024/25**

**UMSU International**

6. Other Business

1. AGM: 8th August Add into your calendar!!!
2. Cruise Availability

7. Next Meeting

CCM #1

Date : Monday, 29th July 2024 (17:00)

Venue : TBC