

**Date: JANUARY 15, 2019 TUESDAY**

**Time: 7:00PM - 9:00PM**

**Set up: 6:30 PM**

**Location: MSC 2406**

**Max people: 200 people in the room at one time**

**BUDGET: \$120 + room reservation**

TO DO LIST: Milk Tea Boba Social

1. LINDA: Forms
  - a. Complete Maroon Link Risk Assessment Form
  - b. Pepsi form
  - c. Food and Beverage Form
2. RUIYANG: Create promotional Items (work with marketing/promo item creator dude in DMS)
  - a. Distribute to general student body ASAP!
    - i. Dates:
      1. August 8 or 9
      2. August 15 or 16
      3. August 22 or 23
      4. August 28 (2 days before boba social!)
      5. August 29 (reminder, day before)
      6. August 30 (Today is the day!)
    - b. Contact Organizations and invite them to participate
      - i. EVERYONE: Invite all orgs to come
      - ii. Must hear back by August 5th, Latest August 12
3. Supplies Purchase: (Check excel sheet)

1 rep comes up to talk

Get ice early and set up and decorate. Have music playing in the background (UCEN being stupid and long so back up is a back up speaker.)

Reserve seats for freshmen. And if you are a part of an org they should sit in the back. Because its a special events room we can have people tabling 2-3 people and everyone else from each org who comes can walk around too???

Cocoa puffs as replacement boba (2 boxes to test out idea)

Orgs talked a lot too so each should say 2-4 sentences only

- Name and mission (pick first two sentences and point at table and say go there if you wanna learn more)

Have 2 people signing people in (people getting seated takes time.. So that ate up some time)

Giveaway: sharetea coupon, Bj's and Aggie outfitter, grand station, or social media giveaway you have to be here to do gift.

Tuesday, January 15, 2019		
Time	Itinerary	Details/Suggestions
5:00pm - 6:00pm	<b>Gather all supplies</b>  <b>Attire: Polo and casual</b>	Schematics: <ul style="list-style-type: none"> <li>Gather all supplies needed for Boba social <ul style="list-style-type: none"> <li>APC STAFF AVAILABLE: <ol style="list-style-type: none"> <li>Linda</li> <li>Cindy</li> <li>Pranika <ul style="list-style-type: none"> <li>Ice 4th or 5th floor on rudder</li> </ul> </li> <li>Joe</li> </ol> </li> </ul> </li> <li>PICK UP BOBA <ul style="list-style-type: none"> <li>Staff assigned: Rohit &amp; Matt &amp; Kevin</li> </ul> </li> </ul>
6:00pm - 6:45pm	<b>Move everything there and start Set Up</b>  <i>MSC 2406B</i> Set up by 6:55pm	Schematics: (organizations come set up; first come first serve where they want to set up) <ul style="list-style-type: none"> <li>Start setting up layout of event. Bring in supplies and set up boba table <ul style="list-style-type: none"> <li>Welcoming students at front door Swipe and sign in: <ol style="list-style-type: none"> <li>Ruiyang</li> <li>Joe</li> </ol> </li> <li>Setting up boba <ul style="list-style-type: none"> <li>MC/Inside talking to people: Cindy</li> <li>Boba stand (Put boba in cups to get ready to pass out) (WE MIGHT NEED A SIGN SAYING WE WILL SERVE BOBA SOON SO THEY CAN'T GRAB IT RN) <ol style="list-style-type: none"> <li>Rohit</li> <li>Pranika</li> </ol> </li> </ul> </li> <li>Floater/socializers inside room: <ol style="list-style-type: none"> <li>Bianca</li> <li>Ellen</li> <li>Kevin</li> <li>Cindy</li> </ol> </li> </ul> </li> <li>Floater/Set up AV (mic check, computer check, pop in ppt) <ol style="list-style-type: none"> <li>Linda</li> <li>Cameron</li> </ol> </li> </ul>

<b>6:45pm - 7:15pm</b>	<b>Sign in socialize and Mingle</b>	<p>Schematics:</p> <ul style="list-style-type: none"> <li>Greet people as they come in             <ol style="list-style-type: none"> <li>Ruiyang</li> </ol> </li> </ul>
<b>7:15pm - 7:30pm</b>	<b>Welcome and orgs introduce</b>  APC President <del>Diana Lee</del> All org representative	<p>Schematics:</p> <ul style="list-style-type: none"> <li>EVERYONE START MAKING BOBA CUPS</li> <li>Get Attention</li> <li>Welcome speech             <ol style="list-style-type: none"> <li>Cindy                 <ul style="list-style-type: none"> <li>Who we are</li> <li>Purpose of boba social</li> <li>Intro to officers                     <ol style="list-style-type: none"> <li>Name position major; description of what your position does. More thorough</li> </ol> </li> <li>Etc.</li> </ul> </li> </ol> </li> <li>Lisa /Cruz spiel???</li> </ul> <p>AHM SPIEL: Ellen Dodgeball: Cameron</p> <ul style="list-style-type: none"> <li>Roll call of all orgs there and have slide of orgs present on loop.             <ul style="list-style-type: none"> <li>Tell them what apc is and what we do</li> <li>Boba passers during presentation.                 <ol style="list-style-type: none"> <li>Everyone</li> </ol> </li> </ul> </li> </ul> <p>Transition back to mingle and social:</p> <ul style="list-style-type: none"> <li>Cindy to say feel free to get more Boba (if any left) and hang around to get to know each organization better.             <ul style="list-style-type: none"> <li>Mention social media</li> </ul> </li> </ul>
<b>7:30pm - 8:50pm</b>	<b>Mingle and socialize</b>	<p>Schematics:</p> <ul style="list-style-type: none"> <li>Everyone mingle</li> <li>BOBA: continue distributing until gone</li> <li>Wrap up event at 8:50pm</li> <li>Cindy: Thanks for joining us, help us put chairs back and pick up any trash if you see any</li> </ul>

<b>8:50pm - 9:00pm</b>	<b>Break down and clean up</b>	<p>Schematics:</p> <ul style="list-style-type: none"><li>• Put chairs back</li><li>• Clean up</li></ul> <p>Evals to be sent on an email following day</p>
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