Welcome Leaders!
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 18, 2016</td>
<td>6:00 pm</td>
<td>2152</td>
</tr>
<tr>
<td>February 01, 2016</td>
<td>6:00 pm</td>
<td>2152</td>
</tr>
<tr>
<td>March 07, 2016</td>
<td>6:00 pm</td>
<td>2152</td>
</tr>
<tr>
<td>April 04, 2016</td>
<td>6:00 pm</td>
<td>2152</td>
</tr>
</tbody>
</table>
Agenda

- Event planning process
- Student Leader Resource Page
- Activities Fair on 21st Jan
- Inventory Management for Clubs
- Student Led Projects
- Transport availability
- Promote value in club activities
Event Planning Process

Subtitle
Student Club Event Request Form

Submit layout

Event agenda

IT Requirements

Catering

Team Kevin/Team Alicia
Layouts

- Electrical needs
- Stage
- Chairs
- Tables
- Banner

**Feedback**
Event Agenda

Create a timeline for your event

5:30- food arrives
6:00pm- music starts/participants start to arrive
6:10- welcome/opening act
6:15- act 1 (dance with 8 participants)
6:23- prayer break
6:45- resume show/act 2 (singer playing guitar)
IT Requirements

Type of instruments being played

Lighting needed

How many mics

Projector/screen
Catering

ID’s of those entering the building

Possible walk through the day before
Team Alicia

Andrew MUN
Arab Student Association
Basketball Club
cMBA
Computing Club
Cricket Club
Desi Club
Dreamer's Club
Finance Club
Football Club
Language Bridges
Muslim Student Association
Table Tennis Club
Volleyball Club
Breathe
Team Kevin

AIS Chapter
All Around Club
Best Buddies
Bio Sci Club
Carnegie Apps
Debating Society

Gaming Club
Helping Hands
Music Club
Planetary Society
Qatar Student Association
The Big Movement
Student Leader Resource Page

Use this link to access the following resources:
http://tinyurl.com/cmuqleader

1- Event Request Form
2- Expense Form
3- Reservation of Classrooms
Activities Fair 21st January 2016

250 Qatari Riyal budget for promotion (wufoo form for reimbursements)
https://cmuq.wufoo.com/forms/expense-form-201516/

No need for food since Majlis is ordering a lot of it

Request Electrical cords and appliances at least by Today. Inform as soon as possible.

Suggestion for Suggestion Box for each club.
Giving out merchandise

Do your best to give out club merchandise and have promotional activities

I swear we got a lot to giveaway

If clubs are interested in purchasing merchandise they should start ordering from today.
Promote Value in Club Activities

What are the Values of a Club?

How do you define a Club?
A Little Video Demonstration

https://drive.google.com/file/d/0B2jwSVrOoAbIVUUxZmR5NHhGM2M/view?usp=sharing
Exhibit A (While you were all enjoying your break at home)
Guys; Anything is possible
Inventory Management

Schedule Time with Student Majlis to check club inventory in club suite

Do your best to account for how much you have.

Google sheets will be used to account all items that are accessible to each club or can be requested by other clubs for their events.

Link for remembering the folder:
http://tinyurl.com/cmuqinventory
Transport Availability

QF provides free transport at the request of Facilities

Make the most use of this service. Inform me or Kevin at least 5 working days in advance for availability of buses.

Email should contain:

- Pickup
- Drop off
- Student Name
- Mobile Number of Student
Student Led Projects

What are SLPs?

Application
- Details of Applicant
- Describe Project
- Timeline
- Funding

When can students apply?
Use us as a Resource!

If you have an ambitious plan then come to us to discuss it’s feasibility. We will work together in making it possible.

Make your events **AMBITIOUS**, not just **EXPENSIVE** and absolutely not **EXCESSIVE**
Concerns or comments or suggestions?