

YEAR PLAN

Formaldehyde Coordinators

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McMaster Science Society

2023-2024

(submitted September 1st, 2023)

**MCMASTER
SCIENCE
SOCIETY**





2023-2024 Year Plan

Letter from the Position

Hey MacSci! We're Romik and Emma and we are so excited to be the Formaldehyde Coordinators this year. We want to continue to create Formaldehyde as the iconic annual formal and grow it as a more inclusive, fun, and memorable night for everyone. With Gabby at the helm planning an unforgettable Formaldehyde last year, we hope to maintain and extend our connections built last year and continue to grow and innovate the event. This year we want to involve the community surrounding McMaster in growing Formaldehyde by connecting with local businesses and sponsors and introducing students to the community around them. With an extensive reach and greater sponsors, we want to give the attendees a night they won't forget!

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Formaldehyde Coordinators
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TIMELINE

Month	Objective/Project/Event/Goals
July	Theme Finalized
August	Booking the Venue and sending a deposit Release Subcommittee apps
September	Hiring Subcommittee Divide the roles and expectations of the subcommittee and begin researching vendors and sponsorships
October	Communicating and collaborating with sponsorships and campus partners Sending out comms request
November	Finalize all communication media, decor, activities, entertainment, tickets, prizes, transportation, etc Begin promoting the event Inviting faculty
December	Setting up ticket selling, preparing for sale Selling tickets



January	Reconfirming with vendors Formaldehyde!:))
February	Thank vendors Contact raffle winners Open feedback form
March	Transition out of position
April	Training new formaldehyde coordinator

OBJECTIVES:

Objective 1: Increase the number and quality of entertainment to garner interest	
Description/ Current State	Currently, Formaldehyde has a number of activities/entertainment such as magicians, photo booths, DJs, games, however these have remained consistent throughout previous Formaldehydes, which might have stagnated ticket sales. That being said, we hope to introduce greater intrigue to the event with more appealing attractions and interactive activities. These include but are not limited to a popular entertainer and pop-up sponsors.
Goal	As stated, our goal is to make Formaldehyde a more entertaining experience for attendees with new forms of entertainment. We hope to do this by broadening our horizon in the activities a formal can offer and not limiting ourselves to traditional forms of entertainment. This means getting opinions from the student body on what they'd like to see, reaching out to even more vendors, and promoting these changes heavily. The greatest limitation is the lack of unique sources of entertainment in the surrounding area, however, we anticipate looking beyond these areas and beyond the norms of what a formal usually offers. Based off of both of our experiences in planning Formaldehyde in the past, we will be able to identify hurdles and overcome by planning ahead.
Long Term Implications	By setting a new bar for what Formaldehyde – or even a formal – can offer, we can expect to see new and improved changes every year. In the long-term, this will continue to drive interest in the event and we



	can hope to inspire future Formaldehyde coordinators to strive above and beyond.
Partners	We are working with multiple vendors, especially Carmen's convention centre to ensure that the space is able to accommodate for the goal.

EVENTS & PROJECTS

Name of Event/Project: Formaldehyde	
DATE	January 18, 2024
PURPOSE	To create a night for students to destress, socialize, and make memories with their friends
PROCEDURE	
DIFFICULTIES	Planning such a large event requires attention to detail in the budget and ensuring the best deals are obtained. With the prices of everything now and wanting to keep the prices of tickets the same, it will be difficult to organize it all.
PARTNERS	I plan to work with the Sponsorship coordinator to support local businesses in hamilton as well as receive some prizes
PROJECTED OUTREACH	750
BUDGET	TBD