

YEAR PLAN

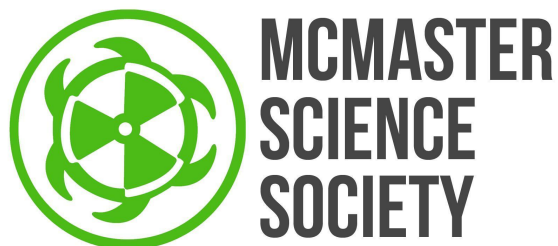
Special Events Planners

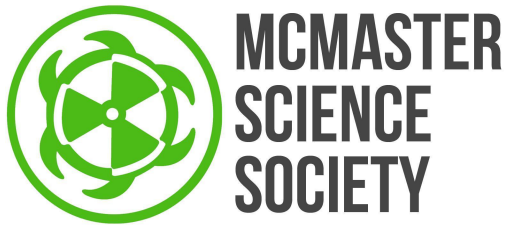
Ishan Sharma and Avnit Natt

McMaster Science Society

2023-2024

(submitted September 2nd, 2023)





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2023-2024 Year Plan

Letter from the Position

Hey MacSci! We are so incredibly excited to work hard as this year's Special Events Planners! We are responsible for holding events that will assist in the transition into the school year, connecting science students with their program societies, and rounding off the successful year with MacSci Appreciation Night! We aim to focus on seeing an increased turnout at our events; our goal as Special Events Planners is to create opportunities for students to connect with each other and enjoy a well-rounded university experience. We hope to deliver on this front to as many students as possible, by holding events the MacSci community will truly enjoy and promoting them to the best of our ability!

We are, of course, surrounded by and preceded by a team of amazing people who held equally amazing events during the 2022-23 school year. Last year's Special Events planner, Ava Colangelo, is also this year's VP student affairs, and has left us some big shoes to fill; Ava single handedly planned a week long Scifest, a wildly popular Holiday Hangout, candy grams in support of McMaster's CANFAR club, and a lovely and enjoyable MacSci Appreciation Night. Her ability to do so amid the confusion and uncertainty of our first full in-person year after the pandemic is truly inspiring to us. We have learned so much from her and look forward to continuing to do so!

Our plan for the year consists of a collaboration with the DCS, bringing back The Hunt, as well as working with program societies to hold socials in the newly renovated science lounge. We have some exciting events planned for this year, and cannot wait to see our ideas in motion!

Altogether, we are so fortunate to hold our positions and we take our responsibilities incredibly seriously, and we are also incredibly excited to bring plenty of fun to the MacSci community!

Ishan Sharma and Avnit Natt
Special Events Planners
specialevents@macsci.ca

OBJECTIVES:

Fostering an increased turnout at events	
Description/ Current State	It has been a challenge maintaining MacSci traditions from before the pandemic. Moreover, the difficulties in holding events at all during the pandemic has certainly impacted the MSS's ability to cater to the science student community. Our objective is to use what we have learned from our first fully in-person year from the pandemic to strengthen the opportunities made available to the MacSci community, both in number and in quality. In this way, we hope to improve our events such that more students are attending and taking advantage of them.
Goal	<ul style="list-style-type: none"> - Take advantage of feedback forms implemented last year as well as in years before, in order to focus our event planning efforts in areas that students have expressed concern about - Reflect on pre-pandemic traditions, reflecting on their successes in past years, and potentially reintroducing them as potential avenues to restore as much MacSci spirit as possible - Promoting our events adequately by taking promotions related tasks and deadlines into account while planning our events throughout the year, to ensure as many students are notified about events occurring as possible
Long Term Implications	If our goal is met, we will be able to instate some well-loved MacSci traditions, possibly revive old ones, and altogether build our community spirit through these connections!
Partners	Ava Colangelo: VP student affairs vpstudentaffairs@macsci.ca

Re-instating "The Hunt"	
Description/ Current State	The Hunt was a MacSci tradition prior to the pandemic; It consisted of a scavenger hunt-like event, followed by a social of some kind, as well as a bonus day of activities such as escape rooms and games for some



	years. After coming across this information, we would be to excited to bring The Hunt back in an exciting way; as a halloween event!
Goal	<ul style="list-style-type: none"> - The Hunt will involve a series of minigames that students need to use clues to locate, and then complete successfully, ideally as quick as possible - The fastest team to complete the challenges will be awarded a cash prize! - We will be making our minigames halloween/fall themed, and will encourage our participants to attend in costume - A signup sheet will be posted as a part of our promotions to allow students to register as teams of 4-6
Long Term Implications	Bringing back a MacSci tradition gives us the opportunity to build off on feedback/insights from previous years; moreover, a halloween themed event is something new for the post-pandemic era, so altogether we are excited to experiment in a safe, inclusive, and fun way!
Partners	Ava Colangelo: VP student affairs vpstudentaffairs@macsci.ca

Cooperating with sub societies and other faculties	
Description/ Current State	SciFest last year very successfully gave various program societies the opportunity to engage with students who are a part of their programs or interested in applying to them; we would love to bring this forward to this year! We plan to use our collaboration with Commerce as an opportunity for sub societies to once again hold program booths. Moreover, our collaboration with DCS is an exciting new opportunity for the MSS to expand our horizons, demonstrate our interfaculty spirit, and benefit in future from our connections!
Goal	<ul style="list-style-type: none"> - We will work closely with the DCS to bring The Commerce Cookout alive on campus; This will be used as an opportunity for students to connect with others in their respective programs, get acquainted with the various program societies on the MSS end as well as the various clubs associated with the DCS!

	<ul style="list-style-type: none"> - We will be in communication with the various program societies within the Faculty of Science to coordinate their participation in the Commerce Cookout, as well as to coordinate program societies in the newly renovated science lounge upon its completion. In both cases, we will be responsible for liaising and scheduling with the consenting societies and providing them with whatever materials they require to engage with attendees to these initiatives.
Long Term Implications	Our connections with other faculties and our strong rapport within the Faculty of Science will open doors for the MSS; We will have new opportunities for events that will benefit MacSci students in a variety of ways! Moreover, students are more likely to be knowledgeable about the various programs and governing bodies on campus, improving their university experience beyond the events aspect.
Partners	Ava Colangelo - VP Student Affairs <ul style="list-style-type: none"> - vpstudentaffairs@macsci.ca

EVENTS & PROJECTS

Name of Event/Project: The Hunt	
DATE	October
PURPOSE	The Hunt will be our revival of a pre-pandemic MacSci tradition! Students will have the opportunity to sign up in advance for the opportunity to compete in a scavenger-hunt style series of challenges. Students will convene for opening ceremonies, where teams will be handed unique clues to decipher the location of their first challenge; they will receive similar clues after each challenge they complete. The objective of The Hunt is to complete as many challenges as possible within the time frame; the team who has done so will be rewarded with \$50 Visa giftcards for each member.
PROCEDURE	We will be planning this event with the assistance of our subcommittee. We will be responsible for administrative matters surrounding the event, namely promotion, EOHSS, and space bookings. Our team members will coordinate and come up with the

	challenges that we will integrate to the event. We will be responsible for managing their ideas, ensuring they are integrated well, and developing a system for how a winner will be chosen.
DIFFICULTIES	Lack of info from previous years leaves us with little feedback or insight to work with; Moreover, running The Hunt as an october event is a new idea; normally, the Hunt was held in mid September, and thus we may see certain unique challenges associated with this. We can adapt our event with prepared rain plans, appropriate room bookings, and other measures as we see fit to ensure it is safe and generally accessible
PARTNERS	Ava Colangelo - VP Student Affairs - vpstudentaffairs@macsci.ca
PROJECTED OUTREACH	100-200 students
BUDGET	\$700

Name of Event/Project: MacSci Appreciation Night	
DATE	March
PURPOSE	This event serves as a platform to reward students for their outstanding contributions to the science community. There will be several awards catered to each group within the MSS along with program society achievements. The primary goal regarding this event is to ensure students within the MSS are working towards such awards all year long while encouraging participation from each BSc. program.
PROCEDURE	I will be planning and executing this event, with the help of Isabelle and my subcommittee. I will help my subcommittee with outreach, EOHSS forms, brainstorming, student feedback, networking with internal (societies) and external parties. We will devise a rainy day plan in the case of our outdoor events being canceled, and ensure that this event is both accessible and inclusive for the McMaster Community.
DIFFICULTIES	- Attendance last year was a difficult point; we want to be able to make sure everyone who registers for the event is actually able to and wanting to attend.

PARTNERS	Ava Colangelo - VP Student Affairs - vpstudentaffairs@macsci.ca
PROJECTED OUTREACH	500 MacSci Members
BUDGET	\$1 400

TIMELINE

Month	Objective/Project/Event/Goals
June	
July	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. 2. 3. <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Hire Special Events Subcommittee 2. Start to connect with other societies for their involvement in the commerce cookout
August	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. 2. 3. <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Begin planning the Hunt; <ol style="list-style-type: none"> a. A vision for what the event will look like b. Evaluate the resources available to us from past years c. Promotions; consider how and when we would like the event promoted, make a note to reach out to the communications portfolio accordingly
September	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Commerce Cookout

	<ol style="list-style-type: none"> 2. 3. <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Continue to plan the Hunt <ol style="list-style-type: none"> a. Logistics of the event (structure, locations, etc.) should be finalized b. ALL major paperwork including EOHSS and space bookings should be completed c. Reach out to volunteers
October	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. The Hunt 2. 3. <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Host the Hunt! <ol style="list-style-type: none"> a. Set aside time for a "dress rehearsal" a few days ahead b. Debrief with all subcommittee members and volunteers afterwards 2. Begin conversation surrounding second semester events <ol style="list-style-type: none"> a. Program socials in science lounge b. MacSci Appreciation
November	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. 2. 3. <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Reach out to program societies for participation in socials 2. Continue MacSci Appreciation planning <ol style="list-style-type: none"> a. book venue for MacSci Appreciation b. Start brainstorming how we want the event to run c. Consider forms of entertainment; eg. a raffle draw was conducted last year

December	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. 2. 3. <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Continue to coordinate with program societies regarding program socials
January	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Program socials 2. <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Coordinate program socials with societies <ol style="list-style-type: none"> a. Determine a schedule b. Look into providing any necessary supplies 2. continue to finalize the decorations, food, etc. for MacSci Appreciation <ol style="list-style-type: none"> a. Reach out to MSS members who may give speeches, act as hosts, etc.
February	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. 2. 3. <p>Things to complete:</p> <ol style="list-style-type: none"> 1. make sure planning for MacSci Appreciation is complete 2.
March	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. MacSci Appreciation Night 2. 3. <p>Things to complete:</p> <ol style="list-style-type: none"> 1. host the event! 2. 3.
April	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1.



**MCMASTER
SCIENCE
SOCIETY**

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	<ol style="list-style-type: none">2.3. <p>Things to complete:</p> <ol style="list-style-type: none">1. finalize special events transition report2.3.
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