1. CALL TO ORDER
Call to Order – 12:02 PM

2. TERRITORIAL ACKNOWLEGMENT
We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh Óxwumíxw (Squamish), Selílwitulh (Tsleil-Waututh), kʷikʷəƛ̓əm (Kwikwetlem) and q̕ic̓əy (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE
3.1 Committee Composition
VP Student Life (Chair) ................................................................. Jennifer Chou
At-Large Representative ................................................................. Phum Luckkid
Faculty Representative (Communications, Art, & Technology) ........ Haider Masood
Faculty Representative (Education) ................................................ Emerly Liu
Student At-Large ........................................................................... Emma Macchabee
Student At-Large ........................................................................... Fiona Wong
Student At-Large ........................................................................... Abhishek Parmar
Student At-Large ........................................................................... Yashvir Gupta
Student At-Large ........................................................................... Muhammad Ghani
Council Representative .................................................................. Adrienne Blas

3.2 SFSS Staff
MSC Events .................................................................................. Dipti Chavan

3.3 Guests
Faculty Representative (Environment) ............................................. Anuki Karunajeewa

3.4 Regrets
Faculty Representative (Communications, Art, & Technology) ........ Haider Masood
Student At-Large ........................................................................... Karishma Sen

4. RATIFICATION OF REGRETS
4.1 MOTION EVENTS 2020-07-31:01
Jennifer/Adrienne
Be it resolved to ratify regrets from Haider Masood and Karishma Sen.
CARRIED AS AMENDED UNANIMOUSLY
- Add regrets from Karishma Sen.

5. ADOPTION OF THE AGENDA
5.1 MOTION EVENTS 2020-07-31:02
Emerly/Adrienne
Be it resolved to adopt the agenda as presented.
CARRIED AS AMENDED UNANIMOUSLY

- Include Item 6.4 under New Business: Be it resolved to approve $120 for gift cards for the SFU Trivia Night event.

6. MATTERS ARISING FROM THE MINUTES
6.1 MOTION EVENTS 2020-07-31:03
Emma/Abishek

Be it resolved to receive and file the following minutes:
- EVENTS 2020-07-17

CARRIED UNANIMOUSLY

7. NEW BUSINESS
7.1 Vice-Chair – MOTION EVENTS 2020-07-31:04
Emerly/Fiona

Be it resolved to appoint Abhishek Parmar as Vice-Chair of the Events Committee.

CARRIED UNANIMOUSLY

7.2 Annual Plan – MOTION EVENTS 2020-07-31:05
Abishek/Fiona

Be it resolved to approve the Events Committee Annual Plan.

CARRIED UNANIMOUSLY

7.3 JackBox 3 – MOTION EVENTS 2020-07-31:06
Abishek/Fiona

Be it resolved to approve $50 for Jackbox Party Pack 3 for future game nights hosted by the Events Committee.

CARRIED UNANIMOUSLY

7.4 SFU Trivia Night – MOTION EVENTS 2020-07-31:07
Abishek/Fiona

Be it resolved to approve $120 for gift cards for the SFU Trivia Night event.

CARRIED UNANIMOUSLY

8. DISCUSSION ITEMS
8.1 Food Justice Webinar
- Faculty Representative (Environment) discussed a one-time webinar panel event partnered with a relevant organization/club about Food Justice and associated topics like gentrification.

8.2 August Events
- VP Student Life discussed various events occurring in August including an Ice Cream Workshop, Bob Ross Paint Night, Trivia Night and movie night which raised a discussion about having a private twitch streaming of a movie to ensure legality.
- Student At-Large (YG) suggested that events held closer to the end of the month would be more accessible to International Students.

8.3 Post-Event Report Template
- VP Student Life shared template with committee and provided additional details.

*Karishma Sen joined the meeting at 12:48 PM
9. UPDATES

9.1 Financial Literacy Workshops Post-Event Report
   • VP Student Life shared updates regarding workshops.

9.2 Photography workshops
   • VP Student Life discussed the delay in the workshop due to scheduling issues.

9.3 SFU Peak Frequency IG Live Concert Event Debrief
   • At-Large Representative discussed logistics planning related to the IG Live Concert.
   • VP Student Life stated that further events should have more marketing.

9.4 SFU Anime x SFU Esports x SFSS Events Gamefest Debrief
   • Student At-Large (FW) expressed some confusion in planning internally but mentioned that the event had high attendance and engagement.
   • At-Large Representative suggested that future events be a collaboration between one club as opposed to two.

10. ATTACHMENTS
   • Post-event Report Template
   • Peak Frequency x SFSS Events IG Live Concert Post-Event Report
   • Meeting with Photography Workshop Instructor
   • Financial Literacy Workshops Post-Event Report
   • Annual Events Plan

11. ADJOURNMENT

11.1 MOTION EVENTS 2020-07-31:08
Jennifer/Fiona
Be it resolved to adjourn the meeting at 1:00 PM.
CARRIED UNANIMOUSLY
Post-event Report Template

Table of Contents

Executive Summary
  ● Summary
  ● Key achievements
  ● Key recommendations

Introduction
  ● History
  ● Background
  ● Objectives

Finances
  ● Budget
  ● Actual costs
  ● Recommendations

Logistics
  ● Location
  ● Marketing & media promotion
  ● Recommendations

Feedback

Conclusion
Executive Summary

Summary

Talk about your summary here. How was the event received? How were finances handled - did the event go under or over budget, and why?

Talk about marketing. What were some things that were done well, and things that could be improved? What about collaborations? How did they go? Write some thank-yous and appreciations here.

Key Achievements

Talk about key achievements here, like project/event reception. Did the project strengthen community ties? Raise awareness about SFSS?

Talk about some roadblocks that occurred and how they were overcame.

Talk about collaborations and if they were a success.

Key Recommendations

Any recommendations about finances, like including a larger contingency?

What about recommendations about logistics?

All the recommendations here should be the main recommendations from the other sections, since this is the executive summary.

Include some pictures from the event to fill up any white space.
Introduction

History

Talk about if this event has been hosted before. If this is the first time the event was hosted, talk about how the idea came to be.

Background

Who: who was the event for?
What: what was the event?
When: date and time of the event
Where: where the event was held
Why: event goals and objectives

Objectives

List the objectives in more detail here. What was your purpose for hosting the event?
Finances

Budget

Talk about the budget and projected cost here. Then talk about what portion of the budget went to what. List any collaborations here, if another organization contributed to the budget in some way.

Actual Costs

Did you reuse any supplies? What did you buy from where, and how much was it? Discuss if you went over or under budget. If applicable, put budget in terms of attendees to figure out how much it cost per person. Were any supplies left over?

Recommendations

List recommendations here. ex) have a greater contingency next time, or budget for _____. What was a necessary buy, and what wasn’t? Any shipping costs?
Logistics

Location

Discuss location logistics here. How was the venue/online meeting set up? Did everything go smoothly? Was there any feedback regarding the venue/online meeting/platform?

Marketing & Media Promotion

How did you promote the event? How was it received? List any collaborations here, and who else promoted the event.

Recommendations

Any recommendations for location, marketing, and any other logistics (volunteers, scheduling, etc.)? List them here.
Feedback

General blurb about how event was received here

Attendees

How did attendees find the event? If you overheard feedback or intentionally collected feedback, list them here. Talk about what attendees liked and didn’t like.

Organizers/Volunteers

Any feedback from the people behind the scenes? List them here.
Conclusion

Overall conclusion about the event. Talk about what went well, and what barriers were overcome.

Talk about future directions for the event.
Peak Frequency x SFSS Events IG Live Concert Post-event Report

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- Location
- Marketing & media promotion
- Recommendations

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Conclusion
Executive Summary

Summary

SFU Peak Frequency took over the @sfss_events Instagram for around 3.5 hours, from 4:30pm to 8pm. They did a livestream of amazing performances.

This event went pretty well. There was a lot of amazing support from folks at Peak Frequency. One student told me she only went to check out the event for one song only, but the performer was so talented that she stayed for a few more songs.

SFU Peak Frequency MCs went to the SFSS Board office and had the marketing material laid out in the background, which was awesome. However, they were some wifi issues, but the MCs handled it pretty well and were amazing presenters.

Key Achievements

SFSS Events helped provide SFU Peak Frequency with a platform to host a concert. This was a great collaboration because in the past SFSS has only collaborated with SFU Peak Frequency on SFU’s Got Talent.

There were some wifi issues but the team was super adaptable and figured out a solution (shifting the performance times).

Key Recommendations

The only recommendation I would have is to promote the event more and to have gift cards for attendees to boost attendance.
Introduction

History

Talk about if this event has been hosted before. If this is the first time the event was hosted, talk about how the idea came to be.

Background

Who: students who like music  
What: live performances from members of SFU Peak Frequency  
When: July 22nd, 4:30pm - 8pm  
Where: @sfss_events Instagram  
Why: engage our student membership

Objectives

• Increase student engagement  
• Provide an event for students who love music  
• Collaborate with SFU Peak Frequency and provide them with a platform to perform and promote the club
Finances

Budget

This event did not cost money.

Recommendations

In the future, I would recommend budgeting for gift cards to boost audience attendance.
Logistics

Location

This event was hosted on the @sfss_events Instagram. Overall, between 5 to 15 people watched the livestream at any time, but I estimate around 50 or more people came in and out to check out the event.

There were some issues regarding wifi connection and overheating phones but SFU Peak Frequency was amazing when they adapted to that. The performances were always stellar and the people in the chat were very supportive with hand clapping emojis and words of encouragement.

Marketing & Media Promotion

This event was promoted/posted on SFU Peak Frequency’s Instagram page and the SFSS Facebook page.

The event was also promoted on the @sfss_sfu and @sfss_events Instagram stories.

Myself and some other people in SFU Peak Frequency promoted the event on our personal accounts and shared event information with our friends.

Recommendations

I would recommend promoting the event more and being clear as to where the event is being livestreamed (i.e. differentiate between the @sfss_sfu Instagram page and the @sfss_events Instagram page).
Feedback

Attendees

The attendees were very supportive of the performers in the @sfss_events Instagram Live chat.

SFSS Board members who dropped in for a bit expressed positive feedback for the event.

One of my friends told me that she was planning to only drop by for one song, but ended up staying for more because the performer was really good.

Organizers/Volunteers

Peak Frequency said the event went great.
Conclusion

Overall, the event succeeded in its objectives to engage students and provide SFU Peak Frequency with a platform to perform.

Something that went well was that the feedback was positive - all the performers were so talented and everyone was super supportive in the chat.

There were some barriers this event faced. One of these barriers included technical issues but the MCs were incredible and adapted to it very quickly, resolving the issue. Another barrier was that the event did not have more than 20 or 30 attendees at a time, which could be resolved with more marketing and promotion.

If this event is hosted again in the future, it could be to further promote the club and engage membership (especially incoming SFU students).
Meeting with Photography Workshop Instructor

Before workshop
- Join Discord
- 5 days to read doc and take pics

First workshop
- Send out document guide for pictures (5 days before)
  - Feedback during workshop
- Time to take pictures before and after workshop
  - Compare the two pics
- Examples from Youssef’s portfolio
  - Lighting
    - Setting up lighting
    - Light sources
  - Posing
    - Hard to teach this
    - Changes depending on lighting, clothing, backdrop
    - Tips on better poses and compare, but not a lot of info about it
    - Make triangles with body - more interesting
  - Framing and composing
    - Backdrops
    - What backdrops give what effect
  - Lenses/camera settings
    - Brief desc of diff between zoom and prime lens
    - Which is better for which purpose
  - Scene
    - How to set up
    - How these things work together
- Go over the doc, talk about pictures, Q&A
- Then take more pictures - 4 days
- Submit photo for everyone to edit

Second workshop
- Submit photo to edit if you want everyone else to follow along with the photo
- Lightroom (colours, frequency separation)
- Photoshop (dodge and burn)

Recording
- Emailed, but not shared on social media

Lightroom and photoshop

Lightroom on phone or free 7-day trial
Alternatives online (Photopea)

SFU free Adobe until Aug 14:

Cap at 30 people

**Timeline**
- Marketing Aug 10
  - With UPhoto, Discord channel (to give feedback and ask questions in between workshops)
  - Professional camera optional - can use phone
  - Registration closes Thursday the 20th or whenever spots fill up
- Send document before Aug 21
- Set up Zoom to record, make Youssef co-host
- 7pm - 9pm
- First workshop: Aug 25th
- Second workshop: Aug 28th

***Have SFSS shout out UPhoto on Instagram and Facebook***

^ need to make transparent...
Youssef's ideas

Workshops
- Document with examples
- Sent out before workshop
- People take pictures before workshop
- Edit during workshop

First workshop
- Go out and take pictures
- Here are some tips to help take pictures, ideas
- In workshop, go over pictures together
- Discuss pictures - why some are good and why some aren't
- What makes a good pic and what makes a bad one
- People can improve
- Pick one picture for another day to edit

Second workshop
- Edit the picture (Youssef's or audience's)
- For people who may not want to take a picture
- Edit on Lightroom first (quick colours), then move to Photoshop for dodge and burn

My ideas

First workshop
- Presentation about posing, composition, setting so people know how to take photos
- Focus on creative ways to find backdrops and take good photos at home

Second workshop
- Photo editing of pictures people took already
Financial Literacy Workshops Post-event Report

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Summary

Budgeting video: https://youtu.be/MP5pOOzwhrs
RRSPs/TFSAs video: https://youtu.be/zFRZN4633YY

This event went pretty well. We had around 40 signups on WebSurvey, although only around 20 attended each of the two workshops (Budgeting and RRSPs/TFSAs). However, we were able to record the workshops for the students who couldn’t make it.

The workshops were hosted by some amazing volunteers at Vancity, free of charge. Attendees were very engaged and asked some great questions. The presentations themselves were interactive with polls and informative PowerPoint slides.

Key Achievements

The event was well-received. I would say that a lot of students attended and showed interest, although we didn’t create a Facebook event page so couldn’t gauge how many students actually showed interest.

The project strengthened community ties, especially with Vancity. It also raised awareness about SFSS and what we do.

A roadblock that occurred included emailing attendees. The WebSurvey wasn’t automatic, so I manually input everyone’s emails and sent the email reminders. However, I wasn’t notified once there were new signups so I forgot to check until some people emailed me. Luckily, I was able to send out the link in time and had the workshop recording as a backup. We used WebSurvey because I was worried about privacy issues with students’ personal information.

Key Recommendations
I would recommend checking the attendee list regularly to see if there are any new signups. I would also recommend using an automatic email platform like Eventbrite.

I would also recommend making a Facebook event page for these workshops.

**Introduction**

**History**

This event was something I wanted to host since last year, but never found the time to. This year, it was easier to host since everything would be online.

**Background**

**Who:** this event was for SFU students interested in financial literacy  
**What:** the event taught students about budgeting and RRSPs/TFSAs  
**When:** Monday, June 29th @ 11am and Thursday, July 9th @ 11am  
**Where:** Zoom  
**Why:** to help students be more financially literate and increase engagement with SFSS

**Objectives**

- Help students learn more about personal finance and financial literacy  
- Increase awareness and knowledge about SFSS and what we do  
- Facilitate student engagement during COVID-19
Finances

Budget

Fortunately, Vancity’s financial literacy workshops are free - the presenters were people who worked for Vancity but they volunteered their free time to teach students about financial literacy.

Actual Costs

We ended up not spending money on this event.

Recommendations

N/A
Logistics

Location

This event occurred over Zoom. There was some confusion with setting up the meetings, but all the participants and instructors (who arrived 30 minutes early) managed to attend without many issues. The only issue was if anyone’s wifi cut out.

SFSS representatives who were on campus and hosting the Zoom session (thank you VP University Relations - Gabe Liosis and VP Finance - Corbett Gildersleve!!!) had the SFSS banner shown on camera to promote SFSS.

Marketing & Media Promotion

This event was promoted via social media (Facebook and Instagram post). On Instagram, the @sfss_events page posted about it, and both the @sfss_events and @sfss_sfu page shared it on Instagram stories.

Recommendations

In the future, I would recommend setting up a Facebook event page to gauge interest and compare it against attendees. This way, students would also be able to post any questions on the event page.
Feedback

The event seemed to have been received pretty well.

Attendees

Students were engaged and asked a lot of good questions.

Organizers/Volunteers

Many thank-you emails were sent. Instructors commented on how engaged students were and expressed appreciation for the interesting questions that students asked.
Conclusion

Overall, this event was pretty easy to host and set up. We set it up with Vancity with just a few emails and it was easy for attendees to sign up using WebSurvey.

Future workshops should consider using Eventbrite. Some students also were unable to come due to conflicting schedules or because the workshop was pretty early (11am).
## 2020 COMPLETE EVENTS CALENDAR

### – MAY –

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#### SFSS internal Events
- Mental Health Mondays Giveaway
- Food workshop (a cultural food for Diwali?)
- How to bullet journal

#### Board/Committee Events
- Food workshop (a cultural food for Diwali?)
- How to bullet journal

#### SFSS Partnership Events with external groups
- Mental Health Mondays Giveaway
- Food workshop (a cultural food for Diwali?)
- How to bullet journal

#### Events Cancelled due to office closure
- Mental Health Mondays Giveaway
- Food workshop (a cultural food for Diwali?)
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### – JUNE –

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#### SFSS internal Events
- Mental Health Mondays Giveaway
- Financial Literacy Workshop
- SFU Anime x SFU Esports x SFSS Events Game Week Event

#### Board/Committee Events
- Financial Literacy Workshop
- SFU Anime x SFU Esports x SFSS Events Game Week Event

#### SFSS Partnership Events with external groups
- Financial Literacy Workshop
- SFU Anime x SFU Esports x SFSS Events Game Week Event

### – AUGUST –

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#### SFSS internal Events
- Mental Health Mondays Giveaway
- Food workshop (DIY Ice Cream or DIY Bubble Tea)
- SFU Trivia Night (for incoming students) - Kahoot

#### Board/Committee Events
- Food workshop (DIY Ice Cream or DIY Bubble Tea)
- SFU Trivia Night (for incoming students) - Kahoot

#### SFSS Partnership Events with external groups
- Mental Health Mondays Giveaway
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- SFU Trivia Night (for incoming students) - Kahoot

### – SEPTEMBER –

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#### SFSS internal Events
- Mental Health Mondays Giveaway
- Dance workshop
- Graphic design workshop
- Cultural week
- Pets Meet n Greet

#### Board/Committee Events
- Mental Health Mondays Giveaway
- Dance workshop
- Graphic design workshop
- Cultural week
- Pets Meet n Greet

#### SFSS Partnership Events with external groups
- Mental Health Mondays Giveaway
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- Graphic design workshop
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- Pets Meet n Greet

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#### SFSS internal Events
- Mental Health Mondays Giveaway
- Talent show
- Horror movie night
- Pumpkin/squash carving / craft night

#### Board/Committee Events
- Mental Health Mondays Giveaway
- Talent show
- Horror movie night
- Pumpkin/squash carving / craft night

#### SFSS Partnership Events with external groups
- Mental Health Mondays Giveaway
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- Pumpkin/squash carving / craft night

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- Mental Health Mondays Giveaway
- How to bullet journal

### – DECEMBER –

<table>
<thead>
<tr>
<th>December '20</th>
<th>January '21</th>
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<tbody>
<tr>
<td>Su M Tu W Th F Sa</td>
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<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
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<td>29 30</td>
<td>29 30 31</td>
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#### SFSS internal Events
- Mental Health Mondays Giveaway
- How to bullet journal

#### Board/Committee Events
- Mental Health Mondays Giveaway
- How to bullet journal

#### SFSS Partnership Events with external groups
- Mental Health Mondays Giveaway
- How to bullet journal
<table>
<thead>
<tr>
<th>Month/Date</th>
<th>Event Name</th>
<th>Key Contact</th>
<th>Purpose of the Event/Project/Initiative</th>
<th>Targeted Outcome</th>
<th>Measure of Success</th>
<th>Budget</th>
<th>Partners/Sponsors (if any)</th>
<th>Actions Taken</th>
<th>Commitment Status (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Mental Health Mondays Giveaway</td>
<td>Jennifer</td>
<td>Promote mental health while engaging SFU students on our @sfss_events Instagram</td>
<td>Increase awareness of what students are doing to improve their mental health</td>
<td>Number of entries or Instagram comments</td>
<td>$600 for the whole year</td>
<td>Various local businesses throughout the months</td>
<td>Currently ongoing every month</td>
<td>Ongoing</td>
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<td></td>
<td>Financial Literacy Workshop</td>
<td>Jennifer</td>
<td>Improve students' financial literacy</td>
<td>Increase students' financial literacy</td>
<td>Number of signups versus attendance, as well as quality of questions asked at the workshops to measure engagement</td>
<td>$0</td>
<td>Vancity</td>
<td>Hosted &amp; recorded</td>
<td>Completed</td>
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<td></td>
<td>SFU Anime x SFU Esports x SFSS Events Gamefest</td>
<td>Phum</td>
<td>Support some of the biggest clubs at SFU and help them improve student engagement</td>
<td>Increase student engagement</td>
<td>Number of attendees</td>
<td>$700</td>
<td>SFU Anime and SFU Esports</td>
<td>Hosted</td>
<td>Completed</td>
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<tr>
<td></td>
<td>SFU Peak Frequency x SFSS Events Virtual Concert</td>
<td>Phum</td>
<td>Increase student engagement and provide SFU Peak Frequency with a platform for their live concert</td>
<td>Increase student engagement while giving SFU Peak Frequency a platform to perform</td>
<td>Number of attendees and feedback</td>
<td>$0</td>
<td>SFU Peak Frequency</td>
<td>Hosted</td>
<td>Completed</td>
</tr>
<tr>
<td>August</td>
<td>Food workshop (DIY Ice Cream or DIY Bubble Tea)</td>
<td>Jennifer / Adrienne</td>
<td>Improve student engagement and teach students how to make cool food! Some of the other meals for workshops hosted in the future can be healthier than ice cream &amp; bubble tea - this would just be a summer-themed recipe</td>
<td>Teach students how to make specific foods</td>
<td>Feedback form</td>
<td>$50 honourarium</td>
<td>N/A (or if we can find a bbt/ice cream company)</td>
<td>Emailed Umaluma Gelato, talked to SFU TA about potential collaboration</td>
<td>To be started</td>
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<td></td>
<td>SFU Trivia Night (for incoming students) - Kahoot</td>
<td>Jennifer</td>
<td>Engage incoming students and help them learn something new about SFU</td>
<td>Improve incoming student engagement and establish relationships with new students</td>
<td>Student comments and feedback form?</td>
<td>$0</td>
<td>SFU or SFU FASS (mentorship programs)</td>
<td>Talked to SFU FASS about having mentors/mentees attend</td>
<td>To be started</td>
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<td></td>
<td>Speed Friending</td>
<td>Adrienne / Dipti / Sindhu</td>
<td>Help students make new friends</td>
<td>Have students leave the event with at least one new friend</td>
<td>Feedback form</td>
<td>$0</td>
<td>SFU</td>
<td>Emailed Sindhu and Dipti</td>
<td>Preliminary planning about how to make this event happen</td>
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<tr>
<td></td>
<td>Paint night with Bob Ross (MS paint, pencil crayons, paint)</td>
<td>Adrienne</td>
<td>Have students embrace their creative side and help them unwind</td>
<td>Help students relax and unwind while being social</td>
<td>Feedback form</td>
<td>$50 honourarium for instructor</td>
<td>An art club at SFU?</td>
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<td></td>
<td>Photography workshops</td>
<td>Jennifer</td>
<td>To help students learn portrait photography (taking photos and editing them) and to promote the photography club (UPhoto)</td>
<td>Increase knowledge and engagement of students</td>
<td>Number of signups and attendees</td>
<td>$100</td>
<td>SFU UPhoto</td>
<td>Met with the workshop instructor and passed money for their honourarium</td>
<td>Planning</td>
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<tr>
<td>Sept</td>
<td>Dance workshop</td>
<td>Jennifer</td>
<td>Engage students who want to get more physically active and support a dance club at SFU</td>
<td>Teach students how to dance</td>
<td>Number of signups vs number of attendees</td>
<td>$50 honourarium for instructor</td>
<td>SFU Hip Hop?</td>
<td>Reached out to SFU Hip Hop</td>
<td>To be started</td>
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<td></td>
<td>Graphic design workshop</td>
<td>Jennifer</td>
<td>Help students develop graphic design skills</td>
<td>Teach students how to design</td>
<td>Feedback form</td>
<td>$50 honourarium for instructor</td>
<td>IATSU</td>
<td>Reach out to IATSU</td>
<td>To be started</td>
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<td></td>
<td>Cultural week</td>
<td>Jennifer / Sude</td>
<td>Increase awareness of cultural groups on campus</td>
<td>Teach students cool facts about cultural groups</td>
<td>Views on post/IG story</td>
<td>$0</td>
<td>Various SFU Cultural Clubs</td>
<td></td>
<td>To be started</td>
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<tr>
<td>Month</td>
<td>Event Name</td>
<td>Organizer(s)</td>
<td>Description</td>
<td>Attendance Details</td>
<td>Prizes/Instructors Details</td>
<td>To be started</td>
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<td>October</td>
<td>Pets Meet n Greet</td>
<td>Adrienne</td>
<td>Help improve someone’s day by having people’s pets meet each other over Zoom. Help students bond over mutual love of animals, facilitating conversations / friendships.</td>
<td>Number of attendees</td>
<td>$75 gift card prizes SFU Health &amp; Counselling</td>
<td>To be started</td>
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<td></td>
<td>NHL Watch Party</td>
<td>Abhi</td>
<td>Provide students with a space to share thoughts about NHL while watching it. Help students bond over shared interest in NHL.</td>
<td>Number of attendees</td>
<td>$75 gift card prizes</td>
<td>To be started</td>
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<tr>
<td>October</td>
<td>Talent show</td>
<td>Jennifer</td>
<td>Engage students by having them show off their talents and have other students watch / support the performers. Engage students with a fun event. Feedback form.</td>
<td>Number of attendees</td>
<td>$400 for prizes SFU clubs who may be interested, Humans of SFU</td>
<td>To be started</td>
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<td></td>
<td>Horror movie night</td>
<td>Emma</td>
<td>Engage students who love Halloween and fostering a sense of community. Engage students. Number of signups vs attendees. $0. There was a student who reached out to me interested in doing a movie club/night?</td>
<td>Number of signups vs attendees</td>
<td>$0</td>
<td>To be started</td>
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<td>October</td>
<td>Pumpkin/squash carving / craft night</td>
<td>Emma</td>
<td>Incorporating a crafty, hands-on aspect into Halloween celebrations. Engage students and encourage their creativity. Number of signups vs attendees. $50 for prizes.</td>
<td>Number of signups vs attendees</td>
<td>$50 for prizes</td>
<td>To be started</td>
<td></td>
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<td>November</td>
<td>Food workshop (a cultural food?)</td>
<td>Jennifer</td>
<td>Engage students while teaching them how to cook something they’re interested in. Teach students how to cook. Number of signups versus number of attendees. $50 honourarium Indian Students Federation? Reached out to ISF</td>
<td>Number of signups versus number of attendees</td>
<td>$50 honourarium</td>
<td>To be started</td>
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<td>How to bullet journal</td>
<td>Adrienne</td>
<td>Help students find a new creative hobby while keeping organized with academics. Teach students valuable skills while helping them unwind with a new hobby. Number of attendees. $50 gift card SFU Knitting Club previously hosted.</td>
<td>Number of attendees</td>
<td>$50 gift card SFU Knitting Club previously hosted</td>
<td>To be started</td>
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<td>December</td>
<td>Food workshop (soups or other warm winter goods - maybe hot chocolate?)</td>
<td>Jennifer / Adrienne</td>
<td>The purpose of this event would be to teach students how to make healthy food. Teach students how to successfully make healthy food. Number of signups versus number of attendees. $50 honourarium for instructor.</td>
<td>Number of signups versus number of attendees</td>
<td>$50 honourarium for instructor</td>
<td>To be started</td>
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<td></td>
<td>Holiday movie night</td>
<td>Adrienne</td>
<td>Increase student engagement and provide a low-barrier social event where people can enjoy cool movies :) Provide students with a low-barrier way to relax and socialize. Number of attendees. $50 gift cards.</td>
<td>Number of attendees</td>
<td>$50 gift cards</td>
<td>To be started</td>
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<td></td>
<td>Video Games night</td>
<td>Yashvir</td>
<td>Help students unwind with others with shared interests. Help students be social while doing something they enjoy. Number of attendees. $50 gift cards.</td>
<td>Number of attendees</td>
<td>$50 gift cards</td>
<td>To be started</td>
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<td>January</td>
<td>Fitness/yoga workshop</td>
<td>Adrienne</td>
<td>Help students achieve their New Years’ Resolutions/fitness goals while supporting their well-being. Engage students and help them improve their wellness. Number of attendees. $0 SFU Health &amp; Counselling or SFU Recreation.</td>
<td>Number of attendees</td>
<td>$0</td>
<td>To be started</td>
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<td></td>
<td>Self-improvement workshops like goal setting and student productivity</td>
<td>Jennifer</td>
<td>Help students start off their semester strong. Engage students and help them improve academics. Number of signups vs attendees. $50 honourarium Shray Hayashi [<a href="http://shayhayashi.com/">http://shayhayashi.com/</a>]. Reached out to Shay.</td>
<td>Number of signups vs attendees</td>
<td>$50 honourarium Shray Hayashi [<a href="http://shayhayashi.com/">http://shayhayashi.com/</a>]</td>
<td>To be started</td>
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<td></td>
<td>Public speaking engaging workshop</td>
<td>Adrienne</td>
<td>Help students with their goals. Engage students and help them improve a skill that would be useful in the future. Number of signups vs attendees. $50 honourarium A Beedie club?.</td>
<td>Number of signups vs attendees</td>
<td>$50 honourarium A Beedie club?</td>
<td>To be started</td>
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<td>February</td>
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<td>Event</td>
<td>Organizer</td>
<td>Goal</td>
<td>Description</td>
<td>Outcome Metrics</td>
<td>Budget</td>
<td>Sponsorship</td>
<td>Status</td>
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<td>Lunar New Year IG Takeover</td>
<td>Jennifer</td>
<td>Teach students about Lunar New Year and help students celebrate it</td>
<td>Help students learn from and celebrate Lunar New Year.</td>
<td>Number of views or likes on IG post $0</td>
<td></td>
<td>CAC or SFUTA</td>
<td>To be started</td>
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<td>Black History month with SOCA</td>
<td></td>
<td>Support Black students on campus and teach students about Black history</td>
<td>Support Black students on campus and teach students about Black history.</td>
<td>Number of attendees and feedback $3,000</td>
<td></td>
<td>SOCA</td>
<td>To be started</td>
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<td>Valentine's Day</td>
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<td>To be started</td>
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<td>Galentine’s Day (Parks &amp; Rec and Ice Cream/ Snacks)</td>
<td>Jennifer</td>
<td>Engage students and help them feel supported, providing a fun activity/event where they can make new friends over a shared love for Parks &amp; Rec</td>
<td>Help students feel welcomed like there’s a community for them at SFU</td>
<td>Number of attendees $75 prizes</td>
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<td>To be started</td>
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<td>March</td>
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<td>Zero Waste Workshop (<a href="https://bit.ly/sfuzww">https://bit.ly/sfuzww</a>)</td>
<td>Jennifer</td>
<td>Encourage students to reduce waste and increase student engagement</td>
<td>Teach students cool tips and tricks to reduce waste.</td>
<td>Feedback form $0 Originally an SFU Knitting Club event</td>
<td></td>
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<td>To be started</td>
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<tr>
<td>International Women’s Day</td>
<td>Emerly?</td>
<td>Empower women at SFU who have made amazing contributions to the community</td>
<td>Appreciate amazing women on campus.</td>
<td>Number of people engaged in event (post engagement, number of nominations)</td>
<td></td>
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<td>To be started</td>
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<td>Resume/Cover letter workshop</td>
<td>Adrienne</td>
<td>Help students with job searches</td>
<td>Improve students’ employability via improving their resumes and cover letters</td>
<td>Number of attendees SFU Career Services</td>
<td></td>
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<td>To be started</td>
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<td>April</td>
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<td>Study with me Livestream</td>
<td></td>
<td>Help students study and focus on studying</td>
<td>Increased studying/focus.</td>
<td>Number of attendees $0</td>
<td></td>
<td></td>
<td>To be started</td>
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