Annual Farewell Function Proposal

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President - 2013
RMIT Chinese Medicine Student Association
25-Apr-14
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Summary

Club: RMIT Chinese Medicine Student Association is a group dedicated to the promotion and growth of Chinese Medicine.

Function: Annual Farewell Dinner

Where: CQ Melbourne

Why: Farewell dinner

When: 31st of May 2014 7:00 PM until 12:30 PM

Who: 150+ Students and staff

Catering: 4 Canapes 3 grazing dishes per person and 2 drink cards per person

Entertainment; DJ, Photographer, games

Budget:

Income: $9690.00

Expenses: $8655.50

Profit: $1034.50

Marketing: Still in production
Club Introduction

RMIT Chinese Medicine Student Association is a group dedicated to the promotion and growth of Chinese Medicine. We aim to support RMIT Chinese Medicine Students throughout their schooling years and careers. We provide recreational and socializing events as well as additional communication and academic support between faculty and students.

Current Club Structure
<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
<th>Chinese Medicine</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payne Li</td>
<td>5th</td>
<td>Student</td>
<td>s3285536</td>
</tr>
<tr>
<td>Shaima Hussain</td>
<td>5th</td>
<td>Student</td>
<td>s3245568</td>
</tr>
<tr>
<td>Eunice Lim</td>
<td>5th</td>
<td>Student</td>
<td>s3284555</td>
</tr>
<tr>
<td>Heesung Yang</td>
<td>5th</td>
<td>Student</td>
<td>s3268570</td>
</tr>
<tr>
<td>Mathew Guo</td>
<td>4th</td>
<td>Student</td>
<td>s3331409</td>
</tr>
<tr>
<td>Stephanie Burke</td>
<td>2nd</td>
<td>Student</td>
<td>s3422795</td>
</tr>
<tr>
<td>Tony Shih</td>
<td>2nd</td>
<td>Student</td>
<td>s3432091</td>
</tr>
<tr>
<td>Mitch Grandell</td>
<td>2nd</td>
<td>Student</td>
<td>s3377446</td>
</tr>
</tbody>
</table>

**Function Introduction**

This coming May, we are holding an Annual Farewell Dinner. The Annual Farewell Dinner is a parting gift to the final year students, before they depart on their journey to becoming Chinese Medicine Practitioners. This event also doubles as a farewell function for the fifth year students as they will soon leave for their clinic internship in Nanjing, China. The event unites all Chinese Medicine students, from undergraduate and postgraduate programs, as well as RMIT staff.
Venue/Entertainment/Food & Beverage:

Venue

The venue selected this year to hold the function is CQ Melbourne. The reason why CQ was chosen was because CQ is one of Melbourne's premier function venues taking a professional approach to any function. It also is conveniently located in the heart of Melbourne's CBD.

CQ offered a wide range of function rooms, however was “Lanai bar – Level 2” selected. This function room fits perfectly to our budget and function needs.

The date selected to host the event was originally set as 23rd of May 2014, however due to venue availability, the date was shifted one week later to 31st of May 2014. As this date apart of the first weekend of the end of semester, it will allow for a higher attendance rate.

Referring to a similar function held last year, 100 guests attended the function. However as a lot more preparation and different approach to organization of the event has happened this year, we are expecting 150 people to attend.

Date: 31st of May 2014
Where: CQ Melbourne, Lanai – Level 2
Time: 7pm to 12:30 am
Who: 150 ±
Catering

Food: “Any 4 Canapés, 3x Grazing Dishes $40” x 130
Drinks: Drinks cards x 260

Food

***Please refer to CQ Cocktail Menu in Reference

As the starting time for the function is set to 7pm, a substantial amount of food is required as it is around the time of dinner. Therefore, it will be assumed that the guests will be expecting not just finger food. For this reason, we have selected to go with “Any 4 Canapés, 3x Grazing Dishes $40.” The required amount of platters of food will be adjusted for the night depending on the amount of guests present. However, 130 platters have been preordered for the night.

Drinks

***Please refer to CQ Beverage Packages in Reference

Originally CQ had offered a beverage package option to complement their cocktail package. However, as the number of guests wanting alcohol is the minority, drink cards were organized instead. The drink cards will cost $6.50 each and will allow for an exchange of anything in the standard beverage package.
Entertainment

DJ

A renowned club DJ, Josh Li, has been hired for the function. As he is a professional DJ, he is able to play all styles of music. He will required to be there half an hour before the event start time to set up his equipment and the venue manager will also discuss with him the venue’s regulations.

Photography

A renowned club photographer, Lawrence Loque from L2 Photography, has also been hired for the function. He will be taking photos from 7:15PM until 11PM.

The club is also in looking at organizing a photo booth as this will be a great highlight of the function.

Games

Apart of our annual event, we like to host games to encourage students to bond with each other and staff members too. This year, we have organized 4 group games, however due to the time schedule; maybe only 3 will be selected to be played on the night.

Game: 1 Traditional Newspaper Game; Aim to keep all team members onto newspaper as newspaper gets smaller. We will start with an A3 size newspaper; every team member must be on the newspaper. As the game advances, the newspaper is folded in half. The last team standing wins.

Leg Game; aim to have the correct number of legs on the ground as the number decreases. The MC will yell out a number, the team must only have that total combined number of legs touching the ground.

Action Game; with 5 people per team in a line, each team member must have the same action as each other depending on the word called out (each team is given 5 seconds to organize their action), aim to survive the longest

Onion Game; using 5 people per team in a line, aim to pass 5 onion rings using a toothpick in their mouth the fastest

A possible lecturer’s only game might be organized for the night. This allows for the students to know their lectures more personally.
**Video**

The highlight of the night is a video prepared by the final year students. This video will show the fifth year class representative asking the fifth year students and lecturers a few questions. The questions will comprise of:

- What is the funniest moment that has happened to you over the last 5 years?
- What is the funniest thing a lecture has told you?
- Which lecture scares you the most?
- Anything you would like to say to the class?

We planned the video to be filmed professionally, however as the camera and time schedule of students are too hard to coordinate, the video will mostly likely be filmed on a mobile phone. The video will be edited and filmed by Inna Kellner. An email has been sent out to lecturers and students to schedule time to shoot video.

The structure of the movie is set with questions. Only year 5 students and lecturers will be interviewed due to logistical constraints.
Event

Run Sheet

7:00pm Start
7:30pm Welcome Speech to acknowledge (10min)
7:45 – 8:30pm Mingling and food
8:30pm Speech by Suzi (course coordinator),
class representatives of year 5 and movie
9.00pm Mingling and food
9.30pm Games
10.30pm DJ till close (midnight)

Positions on the Night

<table>
<thead>
<tr>
<th>Time</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| 7:00 PM | Eunice and Hee Sang - At the registration table recording names  
Payne and Stephanie - Welcoming sponsors  
Mathew Tony Mitchell- Showing guests to the function room |
| 7:30 PM | Payne- Welcome speech                                 |
| 7:45- 8:30PM | Everyone is mingling with the students and staff |
| 8:30PM  | Payne /Shaima – MC                                    |
| 9:30 PM | Payne MC, Everyone else helping set up games           |
## Finance

### Expenses

<table>
<thead>
<tr>
<th></th>
<th>Estimated</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$8,655.50</td>
<td>$0.00</td>
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<tr>
<td><strong>Site</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AV Equipment</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>Venue Hire</td>
<td>$0.00</td>
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</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$150.00</td>
<td>$0.00</td>
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<td><strong>Refreshments</strong></td>
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<tr>
<td>Food</td>
<td>$5,200.00</td>
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<tr>
<td>Drinks</td>
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<tr>
<td><strong>Totals</strong></td>
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<td><strong>Decorations</strong></td>
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<tr>
<td>Flowers</td>
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<tr>
<td>Balloons</td>
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<td><strong>Totals</strong></td>
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<td><strong>Program</strong></td>
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<tr>
<td>DJ</td>
<td>$350.00</td>
<td></td>
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<tr>
<td>Photographer</td>
<td>$250.00</td>
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<td><strong>Totals</strong></td>
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<tr>
<td><strong>Publicity</strong></td>
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<td>Graphics work</td>
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<tr>
<td>Poster printing</td>
<td>$36.00</td>
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<td>Ticket printing</td>
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<td><strong>Totals</strong></td>
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<td><strong>Prizes</strong></td>
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<td>Sponsorship prizes</td>
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<td>Gifts</td>
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<td><strong>Totals</strong></td>
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<tr>
<td><strong>Miscellaneous</strong></td>
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<td>Credit Card Surcharge</td>
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<tr>
<td><strong>Totals</strong></td>
<td>$109.50</td>
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</tbody>
</table>
## Income

### Total income

<table>
<thead>
<tr>
<th>Estimated</th>
<th>$9,690.00</th>
</tr>
</thead>
</table>

### Admissions

<table>
<thead>
<tr>
<th>Estimated</th>
<th>Actual</th>
<th>Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td></td>
<td>Adults @  $30.00</td>
</tr>
<tr>
<td>4</td>
<td>150</td>
<td>Children @ $10.00</td>
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<tr>
<td></td>
<td></td>
<td>Other @ $0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$4,500.00</td>
</tr>
</tbody>
</table>

### Sponsorship 1

| 1 | Dr Liu | $500.00 | $500.00 |
| 1 | Safflower | $250.00 | $250.00 |
| 1 | Sunherbal | $500.00 | $500.00 |
| | | | $1,250.00 |

### Sponsorship 2

| 1 | RUSU | $2,000.00 | $2,000.00 |
|   |      | $0.00     | $0.00     |
|   |      | $0.00     | $0.00     |
|   |      | $2,000.00 |

### Other

| 1 | Club funds | $1,900.00 | $1,900.00 |
|   |            | $0.00     | $0.00     |
|   |            | $0.00     | $0.00     |
|   |            | $1,900.00 |
Profit - Loss Summary

<table>
<thead>
<tr>
<th></th>
<th>Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total income</td>
<td>$9,690.00</td>
</tr>
<tr>
<td>Total expenses</td>
<td>$8,655.50</td>
</tr>
</tbody>
</table>

Total profit (or loss) $1,034.50

As seen from above calculations, the club will profit $1,034.50 from the function. This is a great figure to expect as if the attendance is lower than estimated; the club will still be able to cover the losses. This also allows for more potential activities to be organized for the night.
Marketing

Tickets

The tickets are still in the production process. They will include a summary of what will happen on the night and all the major information.

Front:
Date: 31st of May 2014
Where: CQ Melbourne, Lanai – Level 2
Time: 7pm to 12:30 am
Dress code: Formal plus a touch of colour

Back:

Detailed instructions on how to reach the venue, by public transport, will be placed on the back of the ticket. A picture of a map of the venue will be also placed on the back of the venue.
Posters

CMSA

RMIT-Chinese Medicine Student Association
Cocktail Menu

Any 5 Canapés $34
Any 5 Canapés, 1x Grazing Dish $28
Any 5 Canapés, 2x Grazing Dishes $32
Any 4 Canapés, 3x Grazing Dishes $40

Cold Canapés
- Oysters served on Asian spoons topped with crystallized ginger & lemon
  - lightly poached scallops wrapped in prosciutto slices served on chive
  - cream blintzes topped with lobster & scallop roe butter
- Fresh chevre rolled with capsicum served on oven baked basil pesto
- Pizza meetballs topped with caramelized balsamic crops
- Peking duck filled mini crepes served with a ginger & blue plum drizzle
- Roasted eggplant, zucchini, capsicum & Spanish onion filled mini crepes
  - served on oven baked Turkish bread pieces
- Rare roast beef slices rolled with a light grain mustard spread, pickled
cucumber, daikon & carrot slices topped with sour cream & chopped
garlic chives
- Traditional bruschetta, tomato, onion, feta cheese served on
desserted with balsamic glaze
- Selection of sushi including seafood & vegetarian varieties
- Smoked salmon tartare on buckwheat pancake with lemon
  - thyme crème fraîche & black pepper

Hot Canapés
- Chicken tender lon pieces marinated with lemon grass, coriander & lime
  - juice, lightly crumbed & served with red papaya & crystallized ginger
  - puree
- Lamb back strap pieces marinated in roasted sweet garlic & rosemary,
skewered with onions & capsicums slow baked in the oven served with
  sour cream mango picolé
- Black angus beef & fresh herb mini pies slow baked in the oven served
  with beetroot chutney
- Crispy tio parcels filled with roasted eggplant, sweet potato, zucchini
  & red capsicum, oven baked & served with a light sour cream & cradled
  black pepper dip

*Vegetarian

Chili & lemon grass prawns wrapped in light pastry
Satay chicken skewers with Thai style peanut dipping sauce
Roast pumpkin & feta risotto balls
Pumpkin, ricotta & pine nut mini quiche
Lamb Italian style meat balls with tomato chilli, basil & parmesan
  ratatouille
Grilled Spanish chorizo sausage with jalapeno, smoked paprika & tomato

Grazing Dishes $8.00 each
Salt & Pepper calamari with shoe string fries & garlic aoli
Mini beef burgers with house made tomato relish
Prawn & vegetable wk tossed noodles
Thai green chicken curry served with fragrant steamed rice
Mini chorizo hot dogs with caramelized onions
Wild mushroom & pine nut risotto with shaved parmesan

Sweet Canapés
- Mini lemon tarts
- Selection of macaroons
- Assortment of mini cup cakes
- Baby chocolate fudge cakes
- Watermelon sorbet with fresh lime
- Mixed berry compote served in a dark chocolate cup with passion fruit
  coulis
- Baked Granny Smith apple tart with cinnamon mascarpone cream
- Caramalised pineapple & mango salad served with caramel sauce
# Beverage Packages

<table>
<thead>
<tr>
<th>Standard</th>
<th>Premium</th>
<th>Deluxe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Hour $18</td>
<td>1 Hour $20</td>
<td>1 Hour $20</td>
</tr>
<tr>
<td>2 Hours $25</td>
<td>2 Hours $28</td>
<td>2 Hours $29</td>
</tr>
<tr>
<td>3 Hours $30</td>
<td>3 Hours $35</td>
<td>3 Hours $35</td>
</tr>
<tr>
<td>4 Hours $35</td>
<td>4 Hours $42</td>
<td>4 Hours $47</td>
</tr>
<tr>
<td>5 Hours $40</td>
<td>5 Hours $49</td>
<td>5 Hours $54</td>
</tr>
</tbody>
</table>

**BEER**
- Carlton Draught
- Pure Blonde
- Cascade Premium Light

**WHITE**
- Seppelts Stony Peak Chardonnay (VIC)
- Wolf Blass Bilyara Sauvignon Blanc
- Matua Valley Sauvignon Blanc (Hawkes Bay, NZ)
- Seppelts The Drives Chardonnay (VIC)
- T’Gallant Cape Schanck Pinot Grigio (VIC)
- Leo Burong Eden Valley Riesling (SA)
- Vasse Felix Sauvignon Blanc Semillon (Wek)
- Scotchmans Hill Chardonnay (VIC)

**RED**
- Seppelts Stony Peak Shiraz Cabernet (VIC)
- T’Gallant Juliet Pinot Noir (VIC)
- Seppelts The Drives Shiraz (VIC)
- Penfold Reserve 70 Shraiz Cabernet Sauvignon (SA)
- Vasse Felix Cabernet Merlot (VIC)
- Scotchmans Hill Shiraz (VIC)
- Fickle Mistress Pinot Noir (NZ)

**SPARKLING**
- Seppelts Stony Peak Brut Reserve (VIC)
- Seppelts Fleur de Lys Non Vintage (VIC)
- Taltani T Series Brut (VIC)
- Seppelt Fleur de Lys Vintage (VIC)

**ADDITIONAL OPTIONS**
- Cocktail & Spirit Selection – POA
- Please ask your event manager for a full list of options available

*All prices are per person and served with juices and soft drinks
*Minimum numbers apply*