



LIFE IS A TICKET TO

THE GREATEST
SHOW ON EARTH

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FOUNDATION CEREMONY
2019

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INTRODUCTION

This year, the Foundation Ceremony 2019, was held on Friday November 22nd at Hotel Nassau, Breda. The event was organized and run by five students. Within a few weeks everything had to be fixed. From invitations to photographers.

Every Tuesday we had our meetings planned. It was our production day. This was nice so we could catch up, inform each other and make clear decisions. To fulfill all tasks, we made a clear task division and all five of us were responsible for their own part. Our supervisor was Sam van der Laan. She managed the team and made sure we completed all tasks on time. A few communication issues happened within our team. Near the end it felt like we understood each other better and we were more on the same page with ideas for the event.

This document will discuss all organizational parts. Attached the required information about the Foundation Ceremony.

PRACTICAL AND NECESSARY INFORMATION

Team

We worked in a team of 5 people. We created a team contract which contained some rules for the way we were going to work together and also the division of the tasks. Since we were in a group of five everyone got around two main tasks to do. During the production we also helped each other where needed and gave each other advice when decisions needed to be made. The team contract can be found in Appendix 2.

Stakeholders

Supervisor – Sam van der Laan
Head of IMEM – Arnoud versluis
Head of IGAD – Ronny Franken
Client – Bruce Hancock
Operations – Dennis Koot and Sherryl
Venue – Zoe Antonissen

Guests

The guests at this event were the students who managed to get their P this came down to a amount of 117 IGAD students and 110 IMEMN students, this makes a total of people 227. They were allowed to bring a maximum of two people each. The teachers from IMEM and IGAD were also invited to the ceremony.

Location

The location for the event was amazing. We were able to use the chapel of the Nassau Hotel as well as the Binnentuin next to the chapel. We used the Binnentuin as an entrance for the guests to come in and the chapel as the main space where the event took place. The floorplan for the event can be found in Appendix 3.

Budget

The total budget ended up being 2150 euros. This was 150 euros more than the estimated budget. More information about this will be given in the Financials part.

SUMMARY OF EVENT PROCESS

Pre-production

In order to make sure that the event goes well everything has to be planned and created in pre-production. Everybody in the team had a role and managed to successfully do their tasks.

- Design and Production (script & planning) Geri
- Technical and Production (presentation) Marijn
- Logistics & Sponsors Fay
- Volunteers (Call sheets) Ema
- Financial and Decorations Isa

We had a smooth start because we knew the budget and location beforehand. We were able to find decorations on various sites and buy them and they were all delivered and in on time, except for a suit with wings for the dancers we arranged. We managed to get a photographer and dancers as an act. Unfortunately, we did not manage to get a videographer. We asked around for students but there was not a student that was capable of creating an after movie and there was not a company that wanted to create an after movie for us, for a low price. The lowest offer we got was around €250 euros which does not fit in the budget.

We send out an email in which we asked students whether they were attending to the ceremony and if so, how many guests they were taking. Even though we clearly indicated in this email, and in another email to all students that this was not the official sign up, a lot of students took it that way we found out at the entrance. This email however gave us a good insight of how many people were attending to the ceremony.

After we sent out the invites, we quickly found out not everybody has received their invite. After sending out an email to students we got over 20 responses from students that did not get their invite. We emailed them a digital one, but a tip for next year would definitely be checking if everyone has received their invite, because it would be a shame for people to miss out.

Further we did a photoshoot which went very well. We photographed over 80 students and Marijn edited them in a video with music which was played before a study coach came on stage to give out the propedeuses. It took a long time and a lot of effort to make it, but the end result was definitely worth it.

Marijn also recorded a clip in which Charlie Hicks and Robinson Fraser joke around about the first years. The clip was recorded without an external microphone which caused some sound issues, mainly because it was such a big and open space.

The call sheets were sent out before the event to the volunteers and printed versions we took with us to the event. The script had to change a couple of times but overall it was clear for everyone what he or she had to do, also because we started off on the day itself with a small meeting.

Day of the event

We started very early with building and preparing the venue for the Foundation Ceremony. We all helped carrying boxes and items to the venue. Isa arrived at 9:00 with the van with the photobooth and all other decorations she gathered and ordered. We could not completely follow the schedule because everything went very quick. The sound system and beamer were tested by the technical person that installed both, so we did not have to test these. This left enough time for Marijn to get the Propedeuses in order. While Isa and Fay set up the photobooth, Ema and the volunteers were making the venue ready. Geri kept overview and helped with the decorations. The presenter, Sam and Marijn went through the IGAD and IMEM presentation to ensure everything was in order, and the presenter's script was in order.

The first guests arrived early, around 13:30. Because it was quite cold outside, we allowed them to go into the venue early. We had dancers that performed, and it eventually paid off, because we really needed a little extra time to get everyone inside. It was quite busy at the sign-up table because IGAD had not read the emails we send and a lot of them had not signed up. We had to quickly improvise but managed to get everyone inside well on time and we started the presentation exactly at 14:30 with the announcement sounds. Bruce gave a speech and the teachers managed to give out the propedeuses and we ended the presentation well on time at 15:30 which left extra time for people to grab a drink. We noticed that the IGAD students wanted to take a group picture with their department. A lot of people left early so that gave us more time to clean and prepare for the IGAD ceremony.

The volunteers for the IMEM ceremony came in on time. We had a small briefing and we started getting everything ready for the ceremony.

With the IMEM ceremony we also allowed people to enter a little early. We noticed a lot of people did sign-up and read our emails. The dancers performed and we started at 19:30 sharp. We also ended the presentation well on time after one hour. We received a lot of positive feedback on the presentation and the photoshoot pictures worked out well. We added picture moments for every class in between the presentation and we quickly arranged the photographer could go on the balcony to get a full shot of the IMEM students. The picture worked out better as we were able to get a full shot of the group.

A lot of people also left early, and we were done with cleaning around 23:45. We had some logistic issues because in the evening we did not have access to a car. We managed to get everything to the storage room and threw a lot of decorations that were not needed anymore away.

Post-production

Our Post-Production consisted in asking Yanni, our photographer, who is 2nd year IMEM student to edit the pictures and send it to us as fast as possible. We didn't have any video grapher, because it was too expensive and it didn't fit in the budget. Later on we posted in the social media.

Footage and Photos

The photos were taken by Yanni's camera, which is a professional Nikon camera. In total about 200 photos were taken and sorted through. After the sorting of the pictures was done, they were posted on Teams in 2 folders (IMEM Ceremony and IGAD Ceremony).

VOLUNTEERS, SPEAKERS AND OTHER PARTIES INVOLVED

Next to Sam van der Laan and us many other parties were involved in making the event run properly, this chapter will discuss these other parties.

Volunteers

The volunteers this year were supposed to sign up through Microsoft Teams. We had 16 volunteers in total for both ceremonies, but we decided to divide them into two shifts. The first shift was from 9:15 until 17 and the second one from 17 until 23:30. We asked them to dress in black and we bought for them red suspenders. We asked people from the 1st year as well as people from Leusire and Events, their call sheets can be found in Appendix F. We also had two hostesses as volunteers, a host during the event, who was 2nd year IMEM, a photographer who was 2nd year IMEM student and one security man, who Sam found. We had 1 main contact person for the volunteers (Ema Nikolaeva), and we used email as our way of communicating before the ceremonies. We also created a Messenger chat with them, so they could easily reach us and ask questions if they needed to. They were provided lunch and we gave them also call sheets. In the end we were pleased with the number of volunteers and their work.

Speakers

Bruce Hancock spoke at both IMEM and IGAD ceremonies, Arnoud Versluis at the IMEM ceremony, and the speakers for IGAD were Alan Jack for the Art department, Phill de Groot for the Programming department and Neville Marcinkowski for the Design department.

We had one meeting with Bruce Hancock before the event when we pitched our idea.

The rest of the contact up to the event itself was done through email.

We asked the speakers to arrive earlier in order for us to give another explanation at the venue and to have the opportunity to rehearse the speeches if they want to. Their call sheets can be found in Appendix E.

Operations

ADE Operations were responsible for sending out the invitations and delivering the propedeuse certificates to Nassau Hotel but there was no representative during the event itself. There were multiple contacts with different ADE Operations staff including Dennis Koot and later on – Sherryl.

Sponsors

For the sponsoring of the event we found five sponsors who wanted to help us with filling up the goodie bag we gave out to the students at the event.

Doppio espresso.

This is a lunchroom which focusses on coffee. They gave us Free cappuccino/ espresso flyers.

Happy tosti

This is a lunchroom which focusses on tosti's (grilled cheese sandwiches) They gave us 2nd tosti 50% off flyers.

Snap Fitness

This is a gym in the center of Breda. They gave us a Jumping rope with a 10x free gym visit flyer attached to it.

VR Breda

This is a VR experience located in Breda. They gave us 50% off flyers for a VR experience.

Hero

This is a brand which produces food and drinks. They sponsored us b'tween granola bars.

Red nose

We bought red noses ourselves to connect to the circus theme.

EVENT SCHEDULES

Timeline

A detailed timeline is a key in order for the event to go as smooth as possible. Therefore, the timeline table was divided as follows:

Build Up

On the day of the event, the team and the first shift volunteers meet at the venue with all the materials in order to prepare the overall design of the event hall. That includes checking the lights, sound, screen and setting the photobooth corner.

IGAD Ceremony (14:00-17:30)

Five minutes before the doors open, everyone is on their assessed spot. The guests are welcomed and checked in the attendance list.

Clean Up

The team and second shift volunteers clean and prepare the hall for the IMEM ceremony. This involves cleaning glasses, setting tables and fixing decorations if needed.

IMEM Ceremony (19:30-23:30)

Five minutes before the doors open, everyone is on their assessed spot. The guests are welcomed and checked in the attendance list.

Break Down

The team members take down all the decorations and clean the venue. They divide the boxes with all the items so everything can be returned to its location on the next day.

The complete timeline can be found in Appendix G.

Call sheets

Alongside the timeline document, we have created some call sheets for every person included in the project (volunteers, team members, speech deliverers, host and hostesses...). The call sheets state clearly the course of the whole day and designated post for one person. When reading the call sheet, the person should easily identify all the actions he or she needs to take care of, where and when.

The call sheet for the team can be found in Appendix H and the call sheets for the volunteers and speakers are in Appendix F and E.

DESIGN

Invitations

As the invitations' design was done first, it set the overall style of the rest of the designs. We used a red and white circular background for the front, commonly seen in old-school circus posters. An important element is also the Nassau Hotel icon, turned into a circus tent. Two different fonts (Gabriola and Algerian) were used on both sides of the invite. A catchy layout was created by separating the different paragraphs by various repeating icons on the back of the invitation. An interesting detail is also "the watermark of the Nassau Circus". QR-codes were placed at the end, leading to the online sign-up sheets.

The parameters of the double-side invitations were A5 on a glossy paper and weighted 300 grams. They were printed at repro (Canon) at Avans University in Breda.

You can find the invitation design in Appendix .

Design for the day of the event

The designs were mainly done on Adobe Illustrator. Adobe Photoshop was used for the photobooth prints. The main focus was consistency that was achieved by repetition of key elements within the different aspects of the designs.

Posters

There were eight posters, indicating the two different bars and what is offered by them (wine, non-alcoholic drinks, beer), where people could by coins from, the wardrobe, the drawing corner and the photobooth location. Same background and fonts as on the invitation front was used but with different icons and texts according to the information.

The posters designs are shown in Appendix K.

Menu cards

There were two menu cards displayed on each bar, giving an overall view of all beverages that could be purchased on the event. Their design was the same as the back of the invitations.

The design can be seen in Appendix L.

Direction signs

We found directions signs (for restroom and direction to the ceremony hall) necessary since most of the guests had never been in or around the venue where the ceremony was held.

The same design as in the front of the invitations was used, only with different icons according to the information.

The direction signs can be viewed in Appendix M.

Information signs

Two information signs were displayed on the event - one for transport and another for the nearest ATM. The red and white design was used for them as well together with Snazzy Maps for creating the ATM location one.

The information signs are in Appendix Q.

Photobooth template

We were offered the opportunity to design our own template for the pictures of the photobooth. We used simple red and white stripes, fading to white on the bottom where the sign "Foundation Ceremony 2019" is.

An example of the template is shown in Appendix R.

Presentation background

The overall background, seen on most of the designs was used for the PowerPoint presentation during the event. The names of the speakers and the ones of every student received his/her certificate were displayed.

The background is in Appendix S.

Decorations

Our theme for the Foundation Ceremony was Circus. So the first thing we did was creating a mood board. We really wanted to include the circus theme within the whole event, meaning invitations, location, trailer, presentation etc. On Pinterest we looked for ideas and inspiration.

The main color of the event was red/white. Combined with cozy lights. Our Photo Booth was also Circus themed, with both background as props to use. It was hard to create a Circus theme within the Nassau Hotel, which is really big and signature itself. With balloons and fun props, we tried to do the best we could.

SOCIAL MEDIA AND COMMUNICATION WITH STUDENTS

Social media

We were very limited in what social media platforms we could use as we were not allowed to create our own pages on Facebook and Instagram. We could therefore only use the existing BUAS Media Instagram, and the BUASA Games Instagram which both have little followers from all the years Games and Media at BUAs. For that reason we decided not to use social media to market the Foundation Ceremony.

Communication with students

Throughout the project we had a lot of students contact us through email. We created the email info@buasfoundation.nl and displayed this on the invitation as well as we send emails to students through this email. We had a lot of emails regarding the maximum amount of people and we even had someone emailing us whether he could take his dog inside. We also used the email to send out emails to students to check whether everyone got their invitation

as Postnl had some delivery issues which we concluded out of our emails. We have received over 20 emails from people that had not received their invitation and wanted a digital version of the invitation.

We also received complaints from students before the invitations about the time of the ceremony, especially IGAD as they had their ceremony in the afternoon.

Narrowcasting

To remind people however, we created a video that plays in the narrowcasting system at BUas Sibeliuslaan. On the screens, the date, time and location for both ceremonies were displayed in a funny clip.

Photoshoot

Before the foundation we did a photoshoot and photographed over 90 students that got their p from 6 classes. These photos were taken in the greenroom and edited into a video per class which we displayed with music on screen to announce which class was going to get their procedures on stage. The photoshoot turned out very nice, and we had no complaints from any student on the ceremony and after the ceremony in our mailbox. It was a big project, and was a lot of work.

FINANCIALS

Within this chapter, the budget and expenses will be discussed.

Simplified card

To be able to buy decoration etc, a simplified card was needed to be in charge of some money. We have had lots of issues with the Simpeled Card. First of all, we got the wrong one. A MasterCard instead of a Maestro card. After that we had issues with payment.

Besides that, it was a really nice way to purchase online. On the website of Simplified Card there was a clear overview from all expenses. Some stores did not take the Simpeled Card, which was kind of annoying. But in the end everything worked out fine.

POINTERS FOR FUTURE FOUNDATION CEREMONYS

- Be more specific about how the students have to sign in in the e-mail you send out. This year a lot of people came to the event without signing in. this caused some trouble at the entrance.
- Make sure you have a group meeting every week where you tell each other the progress you made and give each other advise.

- Make sure the script and call sheets are very detailed. The volunteers exactly need to know what they need to do and when. They should not have to fill in the gaps themselves.

APPENDICES

Appendix 1 - Sponsor contract list

Doppio:

**Doppio Espresso Breda** <breda@doppio-espresso.nl>
Di 5-11-2019 01:08
Wennekes, Fay (183183) ✉



Sorry Fay,

Ik dacht dat de mail binnen krijgen al voldoende was. Maar bij deze een reactie als bewijs.

Met vriendelijke groet,

Tamara Marijnissen
Doppio Espresso Breda



Hero:

**voedingskundigteam@hero.nl**
Di 29-10-2019 22:32
Wennekes, Fay (183183) ✉



Beste heer Wennekes,

Naar aanleiding van uw verzoek heb ik zojuist bericht gehad dat we B'Tween repen kunnen sponsoren. U kunt hiervoor contact opnemen met ons hoofdkantoor in Breda, 076-579800, en vragen naar Niek Pellis.

Een fijn event gewenst!

Laat ons gerust weten als u nog vragen heeft. U kunt ons bereiken op werkdagen via het gratis telefoonnummer 0800 - 8354376.

Met vriendelijke groet,

Angélique van Kommer
Hero voedingskundig team

Snap fitness:

**mvermeeren@snapfitness.nl**
Zo 29-9-2019 07:40
Wennekes, Fay (183183); Marga Vermeeren <mvermeeren@snapfitness.nl> ✉



Hoi Fay,

Ik moet nog wat gaan bestellen, voor wanneer wil je het hebben?

Groet Marga

Happy tosti:



Happy Tosti Breda Veemarktstraat <veemarkt@happytosti.nl>

Ma 16-9-2019 23:27

Wennekes, Fay (183183); Happy Tosti Communicatie <communicatie@happytosti.nl> +1 ander



Hey Fay!

Ik heb de kaartjes voor je besteld. Mijn collega neemt contact met je op wanneer ze hier binnen zijn en wanneer je ze op kan komen halen.

Ik heb haar email in de CC gezet, dus met haar kunt je contact houden.

Leuk dat jullie aan ons hebben gedacht!

Met vriendelijke groet,

Marjolein van Heumen

VR world Breda:



VR-World <info@vr-world.nl>

Wo 20-11-2019 07:11

Wennekes, Fay (183183)



Hi Fay,

Hopelijk zijn de omstandigheden niet ernstig!
Morgen om 11 uur is mogelijk.

Hoor graag of dit kan.

Met vriendelijke groet,

Thijs Mulder

Appendix 2 – Team contract

FOUNDATION CEREMONY 2019

TEAM CONTRACT

Name	Student number	Email	Phone number	Role
Fay Wennekes	183183	1831183@buas.nl	+31618911980	Venue contact, logistics, sponsorship
Marijn Oosterveen	181124	181124@buas.nl	+31623157760	Technical support, music, PR
Isa Zaman	180938	180938@buas.nl	+31652876446	Finance, decoration, catering
Gergana Kircheva	180938	180938@buas.nl	+359890336650	Communication, design
Ema Nikolova	183603	183603@buas.nl	+359886113999	Volunteers/callsheets, music

Rules:

- Members are expected to keep track of WhatsApp group chat in order to communicate efficiently.
- Keep up with the schedule.
Inform others on time, if you're not able to make it to scheduled meeting or delivery date
- Any problems are discussed in a group and also decisions are made by the whole group.
- Breaks are possible at any time after discussing it with the group.
- Listen to each other's opinions!
- Be considerate!
- Members have to respect each other.
- Be motivated, try your best.
- Respect cultural differences in the group.
- Work has to be distributed equally within the group.
- We value team success more than individual success.
- Each person is expected to complete any task that is included in their role description.

Offences and consequences:

- Unexcused absence of 2+ production house days results in being kicked out of the group.

Signatures:

Fay Wennekes

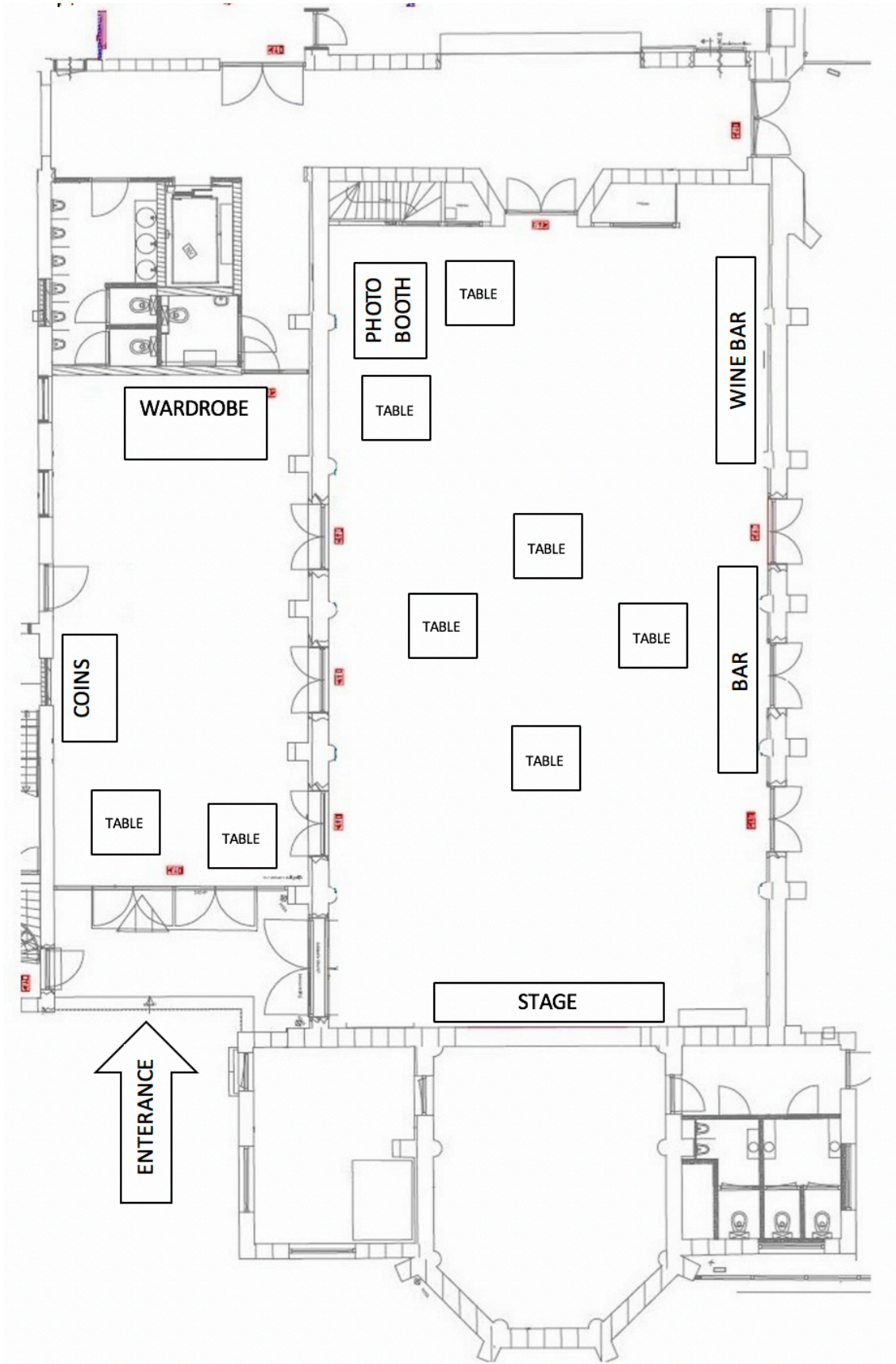
Marijn Oosterveen

Isa Zaman

Ema Nikolova

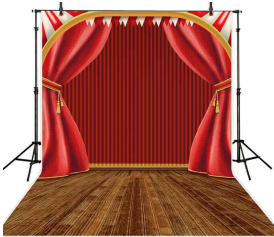
Gergana Kircheva

Appendix 3 – floorplan



Appendix 4 – Things we bought

<u>DECORATION</u>	<u>AMOUNT</u>	<u>SOURCE</u>	<u>COSTS</u>
	5 x (- Size: 0.75m*4.25m)	https://www.aliexpress.com/item/4000146781372.html?spm=a2g0o.productlist.0.0.739158395m6all&algo_pvid=86eeba68-2221-4b5b-8ec0-8d02e3de78fb&algo_expid=86eeba68-2221-4b5b-8ec0-8d02e3de78fb-31&btsid=78bf3f9a-6af7-42be-83ca-b5fcea11c5ae&ws_ab_test=searchweb0_0,searchweb201602_3,searchweb201603_60	€3,42 = €24.78
 	2 x 100 balloons (100 red, 100 white)	https://nl.aliexpress.com/item/32851140278.html?spm=a2g0s.9042311.0.0.27424c4d4wjCdy	€9,05
 <small>Meer afbeeldingen</small>	2 x funny mirrors	https://www.materiaalservice.nl/lachspiegel-1-8-x-0-70-mtr.html	€55,00
	xx x kaarsenhouders	https://www2.hm.com/nl_nl/productpage.0436798011.htm	€0,99 = €23,88
	xx x kaarsenhouders	https://www2.hm.com/nl_nl/productpage.0592687002.htm	€1,99 = €11,88

	1 x stapel confetti	https://www.feestartikelen.nl/confetti-100-gram-rood.html https://www.feestartikelen.nl/confetti-wit-100-gram.html	€1,69
	2 X C 1 X I 1 X R 1 X S 1 X U	https://www.bol.com/nl/p/marque-vintage-3-d-letterlamp-c/9200000063783181/	€28,50 = €171
	1 x 200 by 300 cm	https://nl.aliexpress.com/item/32886936736.html?spm=a2g0o.productlist.0.0.52435075P0KyWc&algo_pvid=d354164e-f6f0-4193-b8ce-507b26bb0361&algo_expid=d354164e-f6f0-4193-b8ce-507b26bb0361-7&btsid=a2e98eec-98b4-4b54-82ae-3c6463503521&ws_ab_test=searchweb0_0,searchweb201602_searchweb201603_60	€34,22
	1 x 2 banners	https://www.feestartikelen.nl/banners-circus-2-stuks-groot.html	€6,95
	2 x 1 poster	https://www.feestartikelen.nl/deurposter-circus-step-right-up.html	€7,95 = €15,-
	2 x 11 selfie booth	https://www.feestartikelen.nl/selfie-foto-fun-decoraties-circus.html	€7,95 = €15,-
	1 x 1 red carpet	https://www.feestartikelen.nl/rode-loper-45-meter.html	€5,95-

	1 x 100 red balloons 1 x 100 white balloons	https://www.feestartikelen.nl/ballonnen-wit-100-stuks.html https://www.feestartikelen.nl/ballonnen-rood-100-stuks.html	€8,95 = €16,90
	2 x elephant	https://www.feestartikelen.nl/opblaasbare-olifant.html	€7,95 = €16,00

<u>EXTRA'S</u>	<u>AMOUNT</u>	<u>SOURCE</u>	<u>COSTS</u>
	1 x all included (onbeperkt aantal prints, hele dag huur, digitale feestaccessoires, huidverbetering, foto slomo gif boomerang, sms/mail je beeld, keuze uit templates)	https://propfun.nl/photobooth-huren-goedkoop/	€285,-
	12 x	https://nl.aliexpress.com/item/33051909965.html?spm=a2g0s_9042311.0.0.6d524c4drODPFU	€30,27
	2 x 100 pcs	https://www.aliexpress.com/item/33004812262.html?spm=a2g0o.productlist.0.0.11e26df1va4wYV&algo_pvid=ee682ed4-5645-4231-8144-9ace8e76bc87&algo_expid=ee682ed4-5645-4231-8144-9ace8e76bc87-3&btsid=d6fed6a5-aa18-4ed3-a631-15320e513bfa&ws_ab_test=searchweb0_0.searchweb201602_3.searchweb201603_60	€8,63 = €19,-

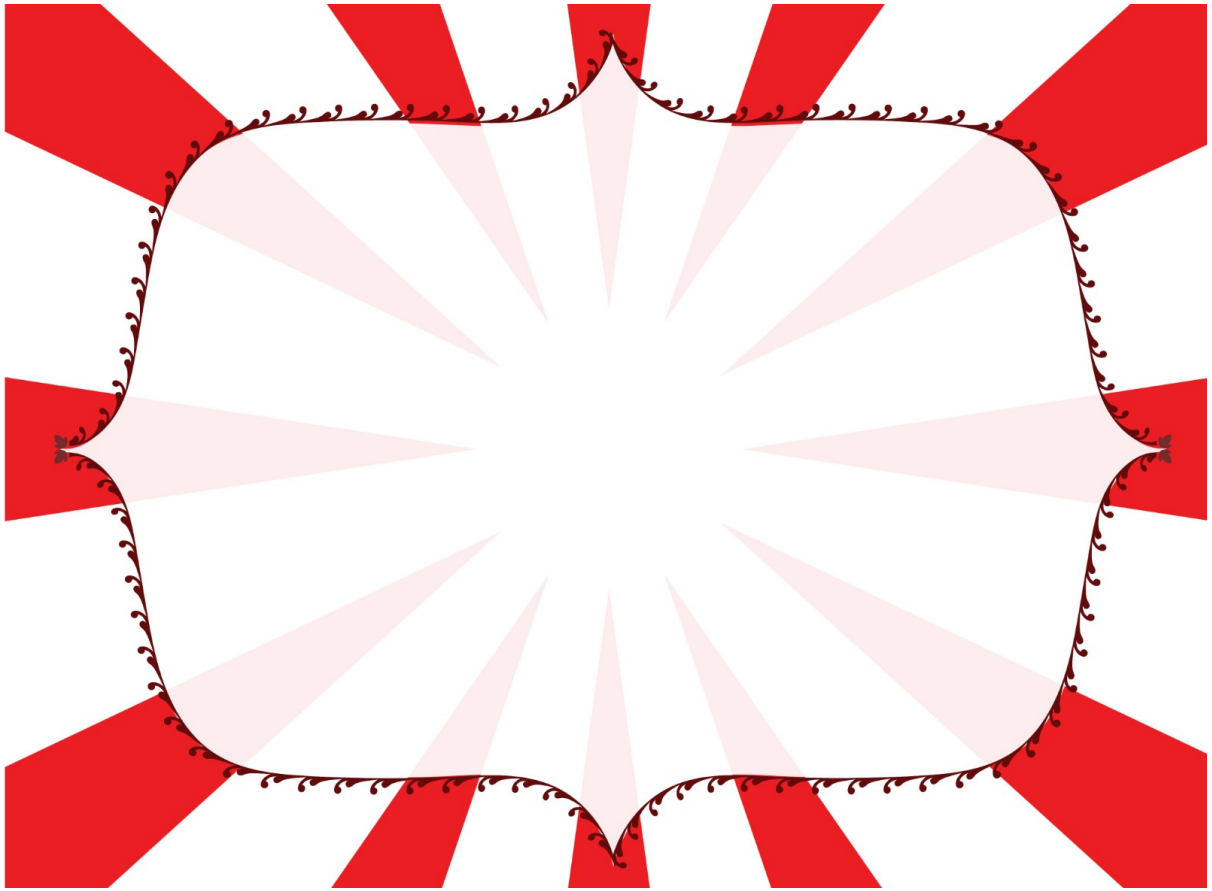
	1 x 400 stuks	https://www.disposablediscounter.nl/bio-shopping-tas-18-8x24cm-rood	€39,95
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OUTFITS	AMOUNT	SOURCE	COSTS
	3 x 1 bottom tie	https://www.feestbazaar.nl/strikie-rood.html	€1,75 = €5,25
	.. x 1 bretel	https://www.feestbazaar.nl/bretels-rood-wit-gestreept.html?channable=e2681.ODY5MTM4OQ&utm_campaign=&utm_content=&utm_source=google&utm_medium=cp&utm_term=&gclid=CjwKCAjwxt_tBRAXEiwAENY8hfXmLVuCc7GsGJnS46jJlrQp8ThTYXCvnu9sVChvYm9tw2Pp7lx1jhoCK_8QAvD_BwE	€6,95 = €x,xx

Appendix 5 – Finance

DATE	DESCRIPTION	SOURCE	ORDER #	COSTS	BUDGET	TRACK & TRACE
03/09/2019	KICK OFF			€0.00	€1.000	
17/09/2019	Phone Chain	https://trade.aliexpress.com/order_list.htm	*nog invullen	30,27	-30,27	Alleexpress > account Isa (facebook login).
24/09/2019	Photobooth rent	https://propfun.nl/photobooth-huren-goedkoop/	25700	285	-285	*ophalen
24/09/2019	Red roses (for in goodiebag)	https://nl.aliexpress.com/item/32914461331.html?spm=a2g0c_productlist.0.0.6444d2775AKdmS&algo_p	8002810482287722	24,72	-24,72	Alleexpress > account Isa (facebook login).
24/09/2019	Red/white table curtain	https://nl.aliexpress.com/item/4000146781372.html?spm=a2g0s.9042311.0.0.27424c4d4wJC2DY	8002802013657722			
24/09/2019	Red/white balloons	https://nl.aliexpress.com/item/32851140278.html?spm=a2g0s.9042311.0.0.27424c4d4wJC2DY	8002802013677722	30,66	-30,66	Alleexpress > account Isa (facebook login).
08/10/2019	Photobooth Background	https://nl.aliexpress.com/item/32886936736.html?spm=a2g0s.9042311.0.0.27424c4d4wJC2DY	8003813462687722	31,17	-31,17	Alleexpress > account Isa (facebook login).
	extra money invitations				123,52	
20/10/2019	Invitations			123,52	-123,52	
23/10/2019	Light suits dancers	https://nl.aliexpress.com/item/4000052212214.html?spm=a2g0s.9042311.0.0.27424c4d4wJC2DY	5000329139657722	55,85	-55,85	Alleexpress > account Isa (facebook login).
29/10/2019	Wine glasses & wardrobe	[Ad Roovers Verhuur]	on invoice	155,4	-155,4	Bezorgen & ophalen: do 21/11 - ma 25/11
05/11/2019	Goodiebags	https://www.disposablediscounter.nl/bio-shopping-tas-18-8x24cm-rood	# 219299638	64,98	-64,98	
05/11/2019	FeestAntikelen	https://www.feestantikelen.nl/	65347120	77,55	-77,55	
06/11/2019	Sheln		ZYB87823	22,09	-22,09	
06/11/2019	Boothoo		EU105632684	60,99	-60,99	
13/11/2019	PartyWinkel, outfit accessoires	https://www.partywinkel.nl/	B100482987	68,2	-68,2	
	extra money Finance				37,52	
15/11/2019	Envelopes, led lights etc	ACTION	in store	44,19	-44,19	
15/11/2019	Wine bags	CASA	in store	13,5	-13,5	
15/11/2019	tea towels	HEMA	in store	8	-8	
15/11/2019	Wardrobe numbers	Office-deals.nl	10011286	10,54	-10,54	
	extra money Finance				75	
21/11/2019	Catering avond	DOMINOS		69,21	-69,21	
				1175,84	€60	

Appendix 6 – Design Presentation





INVITATION

IMEM

We are pleased to invite you
and max. two more people to celebrate your successful
achievement of passing the first year of your studies with
60 creditpoints and receiving your
Propedeuse certificate!

KAPEL NASSAU HOTEL

Nieuwstraat 21
4811 CW Breda

PLEASE, BRING



Cash



1D

FRIDAY ★ NOVEMBER 22 ★ 19:30

Dresscode: Casual chic

**FOR QUESTIONS
CONTACT**

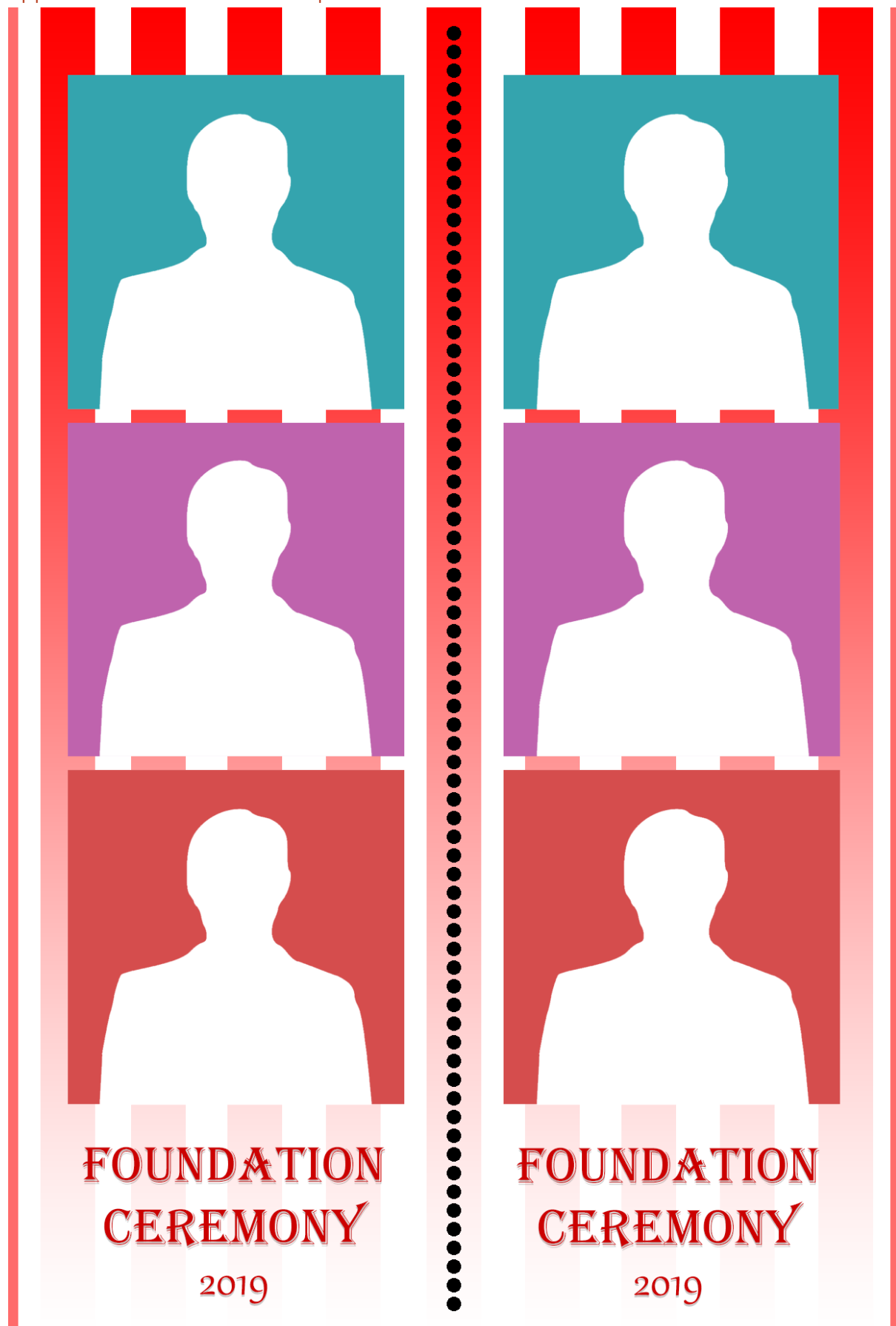
info@buasfoundation.nl



Scan the QR Code for
REGISTRATION
FORM



Appendix 9 – Photobooth template





Menu

Enjoy your choice of alcoholic and non-alcoholic drinks! Your first drink is for free and the ones after according to our pricelist!

WATER

Sparkling water	1 coin
Flat water	1 coin

SODA

Cola	1 coin
Cola light	1 coin
Sinas	1 coin
Sprite	1 coin

BEER

Beer	1 coin
Radler	1 coin

WINE

Red wine	1 coin
White wine	1 coin
Bubbles (One glass)	1 coin
Bubbles (Bottle)	6 coins

Get
COINS



1 COIN
3 euros

Time for
WINE



RED WINE (ONE GLASS)

1 coin

WHITE WINE (ONE GLASS)

1 coin

BUBBLES (ONE GLASS)

1 coins

BUBBLES (BOTTLE)

6 coins

Why not
BEER?



BEER
1 coin
RADLER
1 coin



WARDROBE

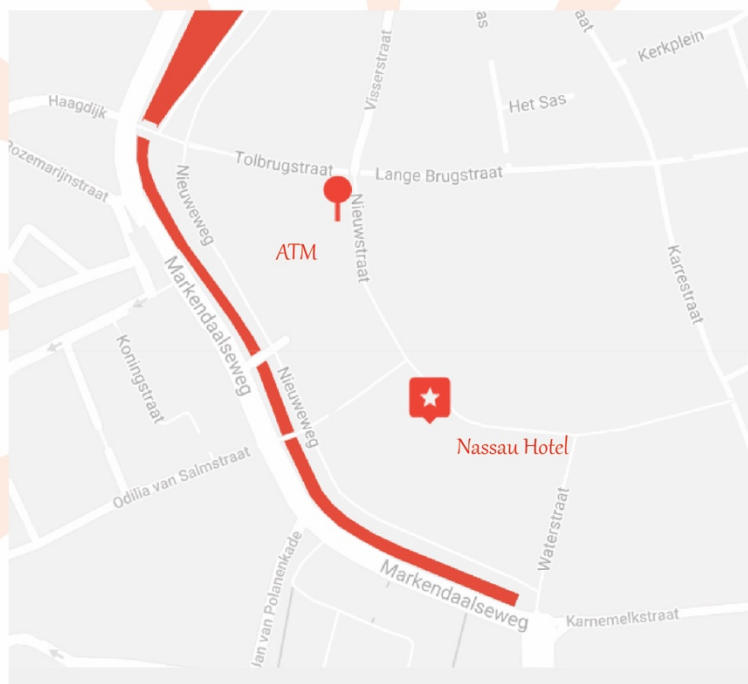


Don't forget your
NUMBER

Shoot in
THE BOOTH

Make your own
FOUNDATION CEREMONY
souvenir

Looking for **CASH?**



You can withdraw money
from the nearest ATM.
No more than 1 minute
walk!

Grab a
COFFEE



COFFEE

1 coin

TEA

1 coin

Grab a
COFFEE



COFFEE

1 coin

TEA

1 coin

Let the glasses clink with a
**NON-ALCOHOLIC
DRINK**



WATER

1 coin

COLA

1 coin

COLA LIGHT

1 coin

SINAS

1 coin

SPRITE

1 coin

ICE TEA

1 coin

In need for
TRANSPORT?



CENTRAL STATION
15 minutes walking



BUS STOP "CENTRUM"
IN FRONT OF MC'DONALDS
Bus №1, 2, 4, 115, 119, 311, 312



EASY TAXI
+31 6 10 10 80 18
PEUTAX
+31 6 76 57 10000





FOUNDATION CEREMONY



Grab a
COFFEE



COFFEE

1 coin

TEA

1 coin

Appendix 11 – Script

START OF IGAD CEREMONY		
Welcome guests (meet, greet, infrom)	14:00	Hosteses
Manage wardrobe	14:00	3 volunteers/Ema
Help guests sign in	14:00	2 volunteers
Give free coins for the drinks	14:00	Volunteers
Person responsible for the money box sells coins	14:00	2 Volunteer/Isa
Clean glasses	14:00-17:30	1 volunteer
Take pictures of the event	14:00-16:00	Photographer
Music stops	14:30	Marijn
IGAD video plays	14:30	Marijn
Host comes on stage	14:30-14:35	Stein
Introducing speech deliverer (Bruce)	14:35-14:36	Stein
Bruce speech	14:36-14:40	Bruce
Host introducing Neville Marcinkowski for VA	14:40-14:41	Stein
Speech	14:41-14:45	Nevile
Introducing and giving certificates to VA	14:45-15:00	Nevile
Host introducing Alan Jack for Design & Production	15:00-15:01	Stein
Alan's Speech	15:01-15:05	Alan
Introducing and giving certificates to Design & Production	15:05-15:20	Alan
Host introducing deliverer for Proqraming	15:20-15:21	Stein
Phil's Speech	15:21-15:25	Phil
Introducing and giving certificates to division 3	15:25-15:40	Phil
Host indicating the ceremony is over + inviting students for group picture	15:40-15:41	Stein
Group picture	15:41-15:45	Photographer
Dance	15:50-15:55	Hrisii
Handing out goodie bags	From 15:55 on	Hosteses
Lower music	15:55	Marijn
Music off	16:30	Marijn
Give coats to guests at the wardrobe	16:45	Volunteers/Ema
Guests out	17:30	
DRAFT SCRIPT		
Task	Time	Staff
Pick up walkies talkies	08:00	Isa
Pick decorations	8:00-8:30	Isa
Pick up photobooth	20.11/21.11	Isa, Fay
Check in	8:30 AM	Gergana,Fay,Ema,Marijn
Brief with Nassau Hotel contact person	8:30 AM	Fay
Volunteers arrive	9:00 AM	Ema
Brief volunteers	9:00-9:15 AM	Ema
Screen, sound, projector check	9:00-10:15 AM	Marijn
Put signs in the venue	9:00-9:30 AM	Gergana
Check signs	10:30-10:45	Fay
Wine glasses delivery	between 8AM and 12PM	
Prepare the wardrobe (numbers on hangers)	9:15-10:15 AM	3 volunteers/Ema
Set decorations	09:30 -11:00 AM	3 volunteers/Gergana
Set photo comer	10:45-11:30	Isa/Ema
Get Propedeuse room ready (chapel behind the stage)	10:15-10:30 AM	Marijn
Set row of chairs in the big room	10:15-10:40 AM	Volunteers
Set tables	10:45-11:30	Volunteers/Fay
Prepare money box	11:15-11:30 AM	Isa
Set bar sign	11:30-12:00 AM	Gergana/2 volunteers
Prepare goodies bags	11:45-12:45 AM	Volunteers/Fay/Isa
Light check	10:30-11:00 AM	Marijn
REHEARSAL	12:00 AM	Marijn, Ema, Gergana
Team member goes to AH to buy lunch for staff+volunteers/Lunch delivery	12:30-13:00 PM	Marijn, Gergana
Lunch break staff + volunteers	13:00-13:30 PM	Everyone
Operation members arrive	13:30	Fay
Spotify music plays	13:40	Marijn
Bruce arrive:brief of the speech	13:50	Gergana
Dance	13:50-13:55	Hristiana
Everyone is at designed posts	13:55	Everyone
CLEAN AND SET UP		
Team + volunteers debrief/Volunteers for IMEM come	17:30-18:00	Gergana
Clean tables and floor	18:00-19:00	Volunteers
Get wardrobe ready	18:00-19:00	Volunteers
Clean glasses	18:00-18:30	Volunteers
Count coins from bar	18:00-18:30	Isa
Sort out coins for next ceremony	18:30-18:40	Volunteers
Order food	18:40	Marijn, Gergana
Break staff + volunteers	18:40-19:20	Everyone
Dance	19:20-19:25	Hristina, Teodor
Spotify music plays	19:20	Marijn
Staff goes to assigned posts	19:25	Everyone

START OF IMEM CEREMONY		
Welcome guests (meet, greet, infrom)	19:30	Hosteses
Manage wardrobe	19:30	3 volunteers/Ema
Help guests sign in	19:30	2 volunteers
Give free coins for the drinks	19:30	Volunteers
Person responsible for the money box sells coins	19:30	2 Volunteer/Isa
Take pictures of the event/guests	19:30-21:15	Photographer
Film the event	19:30-21:15	Videographer
Music stops	20:00 PM	Marijn
Circus voice	20:00 PM	Marijn
Host comes on stage	20:02 PM	Steijn
Intro + Introducing speech deliverer (Bruce)	20:02-20:05	Steijn
Bruce's speech	20:05-20:10	Bruce
Host comes on stage	20:10-20:11	Steijn
Video for Class 1		Marijn
Introducing and giving certificates to class 1	20:11-20:18	Stein/Brigitte
Video for Class 2		Marijn
Introducing and giving certificates to class 2	20:18-20:25	Stein/Brigitte
Video for Class 3		Marijn
Introducing and giving certificates to class 3	20:25-20:32	Stein/Lieke
Host comes on stage to introduce the interview with teachers	20:32-20:33	Stein
Teachers' interview	20:33-20:36	Marijn
Video for Class 4		Marijn
Introducing and giving certificates to class 4	20:36-20:43	Stein/Lieke
Video for Class 5		Marijn
Introducing and giving certificates to class 5	20:43-20:50	Stein/Charlie
Introducing speech deliverer (Arnoud)		Steijn
Arnoud's speech	20:50-20:55	Arnoud
Video for Class 6		Marijn
Introducing and giving certificates to class 6	20:55-21:02	Stein/Charlie
Video for Class 7		Marijn
Introducing and giving certificates to class 7	21:02-21:09	Stein/Brigitte
Host indicating the ceremony is over + inviting students for group picture	21:10-21:11	Stein
Group picture	21:11-21:15	Photographer
Music plays	21:15	Marijn
Introducing dancers	21:44-21:45	Stein
Dance	21:45-21:50	Hristina, Teodor
Lower music	21:50-22:50	Marijn
Handing out goodie bags	22:15-23:30	Hosteses
Music off	22:50	Marijn
Give guests their coats at the wardrobe	22:50-23:30	Volunteers/Ema
Guests out	23:30	
CLEAN UP		
move decorations	23:30	Volunteers
take down signs	23:30	Volunteers
break down the technological material	23:30	Marijn
move tables the way they were + clean them and the floor	23:50	Volunteers
clean glasses	23:50	Volunteers
break down photo corner	23:50	Gergana/Ema
collect and count coins	23:30-23:40	Isa
give the money to Sam	23:40	Isa
check out	12:00 PM	Isa, Fay, Marijn, Ema, Gergana

Appendix 12- Call sheets speakers

Bruce Hancock

1. 13:30-arrive at hotel Nassau
2. 13:30-13:50-opportunity to rehearse the speech
3. 14:00-start of IGAD ceremony
4. 14:34-14:40-gives the speech
5. 17:45-end of IGAD ceremony
6. 17:45-19:15-break
7. 19:30-start of IMEM ceremony
8. 20:05-20:10-gives the speech
9. 23:15-end of IMEM ceremony

Arnoud Versluis

1. 19:00-arrive at hotel Nassau
2. 19:00-19:30-opportunity to rehearse the speech
3. 19:30-start of IMEM ceremony
4. Around 20:55-21:00-gives the speech
5. 23:30-end of IMEM ceremony

Alan Jack

1. 13:30-arrive at hotel Nassau
2. 13:30-13:50-opportunity to rehearse the speech
3. 14:00-start of IGAD ceremony
4. 15:01-15:05-gives the speech
5. 17:45-end of IGAD ceremony

Phil de Groot

1. 13:30-arrive at hotel Nassau
2. 13:30-13:50-opportunity to rehearse the speech
3. 14:00-start of IGAD ceremony
4. 15:21-15:25-gives the speech
5. 17:45-end of IGAD ceremony

Neville Marcinkowski

1. 13:30-arrive at hotel Nassau
2. 13:30-13:50-opportunity to rehearse the speech
3. 14:00-start of IGAD ceremony
4. 14:41-14:45-gives the speech
5. 17:45-end of IGAD ceremony

Appendix 13- Call sheets volunteers

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Ivan Yordanov

Time	Task	Material	Location
09:00 AM	Check-in	None	Hotel Nassau
09:00-09:15 AM	Brief volunteers	Call sheet	Hotel Nassau
09:30-10:15	-Set 2 funny mirrors - set the red carpet -blow and tie balloons	Mirrors, Balloons, red carpet, rope, tape, scissors ...	Chapel Entrance
10:15-10:40	Set row of chairs	Chairs	Chapel
10:40-12:00	EXTRA	-	-
12:00-12:30	REHEARSAL		
12:30-13:00	EXTRA	-	-
13:00-13:30	Lunch break	We provide lunch	Hotel Nassau
13:55	Everyone is at designed posts-wardrobe	None	Wardrobe
14:00 – 17:00	Manage wardrobe	Hangers	Entrance

17:00-17:30	Give coats to guests at the wardrobe	Hangers	Entrance
17:45-18:00	Volunteers debrief	None	Entrance

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Ruben Vaupell

Time	Task	Material	Location
09:00 AM	Check-in	None	Hotel Nassau
09:00-09:15 AM	Brief volunteers	Call sheet	Hotel Nassau
09:30-11:00	-Set the big entrance -> -set the banner -blow and tie balloons	Tape Scissors (glue) Banner Balloons	Entrance Chapel
11:15-11:45	Set tables	Tables	Chapel
12:00-12:30	REHEARSAL		
12:30-13:00	EXTRA	-	-
13:00-13:30	Lunch break	We provide lunch	Hotel Nassau
13:55	Everybody is at designed posts-wardrobe	Hangers	Entrance
14:00-15:00	Manage wardrobe	Hangers	Entrance
17:00-17:30	Give coats to guests at the wardrobe	Hangers	Entrance

18:00-19:00	Get wardrobe ready	Hangers	Entrance
19:25	Everybody is at designed posts	Money box, coins	Chapel
19:30 – 22:30	Person responsible for the money box -> Isa is responsible all the time sells coins	Money box, coins	Chapel
23:30	Remove decorations	Decorations, tape, scissors	Chapel/Entrance

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Silvena Ivanova

Time	Task	Material	Location
09:00 AM	Check-in		Hotel Nassau
09:00-09:15 AM	Brief volunteers	Call sheet	Hotel Nassau
09:15-10:15	Prepare the wardrobe	Hangers Garderobenummers	Entrance
10:15-10:45	-Put candle holders on the tables -Put the pile of confetti on the tables	Candle holders Confetti	Chapel
10:45-12:00	EXTRA	-	-
12:00-12:30	REHEARSAL		
12:30-13:00	EXTRA	-	-
13:00-13:30	Lunch break	We provide lunch	Hotel Nassau

13:55	Everybody is at designed posts-entrance	List of guests	Entrance
14:00-14:30	Help guests sign in+ give free coins	List of guests, envelopes	Entrance
17:45-18:00	Volunteers debrief	None	Hotel Nassau

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Alexandra Angelova

Time	Task	Material	Location
17:45-18:00 AM	Check-in Brief volunteers	Call sheets	Hotel Nassau
18:00-19:00	Clean tables and floor	Duke, Vacuum cleaner, Mop	Chapel
19:00-19:30	EXTRA	-	-
19:30	Manage wardrobe	Hangers Garderobenummers	Entrance
23:30	Remove decorations	Boxes Scissors	Chapel

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Boyana Simeonova

Time	Task	Material	Location
09:00 AM	Check-in		Hotel Nassau
09:00-09:15 AM	Brief volunteers	Call sheet	Hotel Nassau

09:30-10:15	-Set the big entrance -> -set the banner -blow and tie balloons	Tape Scissors (glue) Banner Balloons	Entrance Chapel
10:15-11:00	Set up the bar sign	Led light Tape Scissors	Chapel
11:00-12:00	EXTRA	-	-
12:00-12:30	REHEARSAL		
12:30-13:00	EXTRA	-	-
13:00-13:30	Lunch break	We provide lunch	Hotel Nassau
13:55	Everybody is at designed posts-chapel	Coins	Chapel
15:00-16:00	Person selling coins	Coins, Money box	Chapel
17:45-18:00	Volunteers debrief	None	Hotel Nassau

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Daniela Marinova

Time	Task	Material	Location
17:45-18:00 AM	Check-in Brief volunteers	Call sheets	Hotel Nassau
18:00-19:00	Get wardrobe ready	Hangers	Entrance
19:30	Manage wardrobe	Hangers Garderobenummers	Entrance

23:30	Take down signs	Scissors Boxes	Entrance/Chapel

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Ema Nikolaeva

Time	Task	Material	Location
08:30 AM	Check-in	None	Hotel Nassau
09:00 AM	Volunteers arrive	None	Hotel Nassau
09:00-09:15 AM	Brief volunteers	Call sheets	Hotel Nassau
09:15-10:15	Prepare wardrobe	Hangers Garderobenummers	Entrance
11:00-12:00	Set up photo corner	-Photo booth -Photo booth decorations	Chapel
12:00-12:30	REHEARSAL		
13:00-13:30	Lunch break	We provide lunch	Hotel Nassau
13:55	Everybody is at designed posts	None	Chapel
14:00	Manage wardrobe	Hangers	Entrance
14:30	Supervise the bar	Glasses	Chapel
17:00-17:30	Give the guests coats at the wardrobe	Hangers	Entrance
18:40-19:20	Break	None	Wherever you want
19:30	Manage wardrobe	Hangers	Chapel

20:00	Supervise the wine bar	None	Bar
23:00-23:30	Give coats at the wardrobe	Hangers	Entrance
23:50	Break down photo corner	None	Chapel
00:00	Check out	None	Hotel Nassau

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Eveliene

Time	Task	Material	Location
13:00-13:30	Check in+ brief+ Lunch break	We provide lunch Call sheets	Hotel Nassau
13:55	Everybody is at designed posts-entrance	None	Entrance
14:00-14:30	Welcome guests	-	Entrance
15:55 on	Giving goodie bags	Goodie bags	Entrance
19:25	Everybody is at designed posts-entrance	None	Entrance
19:30-20:00	Welcome guests(meet, greet, inform)	-	Entrance
22:15-23:30	Giving goodie bags	Goodie bags	Entrance

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Fay Wennekes

Time	Task	Material	Location
08:30 AM	Brief with Nassau hotel contact person	None	Hotel Nassau
Between 09:30-10:00 AM	Pick up photo booth	Photo booth Car	Shop
10:00-11:00	EXTRA	-	-
11:00 AM	Check signs	Signs	Entrance/chapel
11:15-11:45	Set tables	Tables	Chapel
11:45-12:45	Prepare goodies bags	1.Goodie bags 2.Flyer of Doppio 3.Flyer Happy Toasti 4.Jumping rope-Snap Fitness 5.Card discount for Snap Fitness 6.Musli bars 7.Red nose	Chapel
12:00-12:30	REHEARSAL		
13:00-13:30	Lunch break	We provide lunch	Hotel Nassau
13:30	Operations members arrive	None	Hotel Nassau
13:55	Everybody is at designed posts	None	Chapel
14:00	Manage photo booth	Photo booth	Chapel

18:40-19:20	Break	None	Wherever you want
19:30	Manage photo booth	Photo booth	Chapel
00:00	Check out	None	Hotel Nassau

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Femke Kaelen

Time	Task	Material	Location
17:45-18:00 AM	Check-in Brief volunteers	Call sheet	Hotel Nassau
18:00-18:30	Sort out coins for next ceremony	Coins	Chapel
19:30-22:30	Person responsible for the money box sells coins	Money box Coins	Chapel
23:30	Clean glasses	Duke, soap	Chapel

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Gergana Kircheva

Time	Task	Material	Location
08:00 AM	Pick up decorations	Decorations	Gergana's house
08:30 AM	Check-in		Hotel Nassau
09:00-09:30 AM	Put signs towards the entrance Nassau	Signs	Entrance
09:30-11:00 AM	-Blow and ties balloons	Balloons Tape	Chapel Entrance

	-Set up the big entrance	Scissors	
11:00-12:00 AM	Set up photo corner	-Photo booth -Photo booth decorations	Chapel
12:00-12:30	REHEARSAL		
12:30-13:00	Goes to AH to buy lunch	Lunch	AH
13:00-13:30	Lunch break	We provide lunch	Hotel Nassau
13:50	Brief of the speech to Bruce	Call sheet	Hotel Nassau
13:55	Everybody is at designed posts	None	Chapel
14:00	Help guests sign in+ give free coins	Guest list, Envelopes	Entrance
14:30	Clean dirty glasses at the bar	Wine glasses	Bar
17:45-18:00	Volunteers debrief/Volunteers for IMEM come	Call sheets	Hotel Nassau
18:40	Order food	None	Hotel Nassau
18:40-19:20	Break	None	Wherever you want
19:30-20:00	Help guests sign in+ give free coins	Guest list, Envelopes	Entrance
23:50	Break down photo corner	None	Chapel
00:00	Check out	None	Hotel Nassau

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Hristiyana Hristova

Time	Task	Material	Location
13:30	Check-in/Brief	Call sheet	Hotel Nassau
13:50-13:55	Dance IGAD	Wings	Entrance
15:50-15:55	Dance IGAD	Wings	Chapel
19:20-19:25	Dance IMEM	Wings	Entrance
19:30-20:00	Help guests sign up	Guest list	Entrance
21:45-21:50	Dance IMEM	Wings	Chapel
23:30	Move the tables they were+clean tables	Tables, Duke, Cleaning spray	Chapel

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Isa Zaman

Time	Task	Material	Location
Between 09:30- 10:00 AM	Pick up photo booth	Photo booth Car	Shop
11:15- 11:30 AM	Prepare money box	Money Box	Chapel
11:45- 12:45	Prepare goodies bags	1.Goodie bags 2.Flyer of Doppio 3.Flyer Happy Toasti 4.Jumping rope- Snap Fitness	Chapel

		5.Card discount for Snap Fitness 6.Musli bars 7.Red nose	
12:00-12:30	REHEARSAL		
13:00-13:30	Lunch break	We provide lunch	Hotel Nassau
13:55	Everybody is at designed posts-chapel	Money box	Chapel
14:00	Person responsible for the money box sells coins	Money box	Chapel
18:00-18:30	Count coins from bar	Coins	Bar
18:40-19:20	Break	None	Wherever you want
19:30	Help guests sign in+ give free coins	Guest list, Envelopes	Entrance
20:00	Supervise the selling coins people and help them if needed	Money box	Chapel
23:30-23:45	Collect and count coins	Money Money box	Chapel
23:45	Give the money to Sam	Money box	Chapel
00:00	Check out	None	Hotel Nassau

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Karolina Gigova

Time	Task	Material	Location
09:00 AM	Check-in		Hotel Nassau
09:00-09:15 AM	Brief volunteers	Call sheet	Hotel nassau
09:15-10:15	Prepare the wardrobe	Hangers Garderobenummers	Entrance
10:15-10:45	Set the striped table's skirts	Striped table's skirts	Chapel
10:45-12:00	EXTRA	-	-
12:00-12:30	REHEARSAL		
12:30-13:00	EXTRA	-	-
13:00-13:30	Lunch break	We provide lunch	Hotel Nassau
13:55	Everybody is at designed posts-wardrobe	Hangers	Entrance
14:00-15:00	Manage wardrobe	Hangers	Entrance
17:00-17:30	Give coats to guests at the wardrobe	Hangers	Entrance
17:45-18:00	Volunteers debrief	None	Hotel Nassau

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Machteld

Time	Task	Material	Location
13:00-13:30	Check in+ brief+ Lunch break	We provide lunch Call sheets	Hotel Nassau
13:55	Everybody is at designed posts- entrance	None	Entrance
14:00-14:30	Welcome guests(meet, greet, inform)	-	Entrance
15:55 on	Giving goodie bags	Goodie bags	Entrance
19:25	Everybody is at designed posts- entrance	None	Entrance
19:30-20:00	Welcome guests(meet greet, inform)	-	Entrance
22:15-23:30	Giving goodie bags	Goodie bags	Entrance

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Marissa Gereats

Time	Task	Material	Location
17:45-18:00 AM	Check-in Brief volunteers	Call sheets	Hotel Nassau
18:00-18:30	Sort out coins for next ceremony	Coins	Chapel
19:30	Clean dirty wine glasses at the bar	Wine glasses	Chapel
23:30	Move the tables they were+clean tables	Duke, Cleaning spray	Chapel

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Marijn Oosterveen

Time	Task	Material	Location
08:30 AM	Check-in	None	Hotel Nassau
09:00- 10:15	Screen, sound, projector check	Screen, sound speakers,projector	Chapel
10:15- 10:30	Get Propedeuse room ready(chapel behind the stage)	Propedeuse room	Behind the stage at the Chapel
10:30- 11:00	Light check	Lights	Chapel

11:00-12:00	EXTRA	-	-
12:00-12:30	REHEARSAL		
12:30-13:00	Goes to AH to buy lunch	Lunch	AH
13:00-13:30	Lunch break	We provide lunch	Hotel Nassau
13:40	Spotify music plays	Phone/laptop	Chapel
13:55	Everybody is at designed posts	None	Chapel
14:30	Music stops	Phone/Laptop	Chapel
14:35	IGAD video plays	Laptop	Chapel
15:50	Lower music	Phone/Laptop	Chapel
16:30	Music off	Phone/Laptop	Chapel
18:40	Order food	None	Hotel Nassau
18:40-19:20	Break	None	Wherever you want
19:20	Spotify music plays	Phone/Laptop	Chapel
20:00	Music stops	Phone/Laptop	Chapel
20:00	Circus voice	Laptop	Chapel
20:11-20:18	Video for class 1	Laptop	Chapel
20:18-20:25	Video for class 2	Laptop	Chapel
20:25-20:32	Video for class 3	Laptop	Chapel
20:33-20:36	Teacher's interview	Laptop	Chapel
20:36-20:43	Video for class 4	Laptop	Chapel

20:43-20:50	Video for class 5	Laptop	Chapel
20:55-21:02	Video for class 6	Laptop	Chapel
21:02-21:09	Video for class 7	Laptop	Chapel
21:15	Music plays	Laptop	Chapel
21:50-22:30	Lower music	Phone/Laptop	Chapel
22:30	Music off	Phone/Laptop	Chapel
23:30	Break down the technological material	Projector Screen, Sound speakers	Chapel
00:00	Check out	None	Hotel Nassau

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Paola Krasteva

Time	Task	Material	Location
17:45-18:00 AM	Check-in Brief volunteers	Call sheets	Hotel Nassau
18:00-19:00	Clean tables and floor	Duke, Vacuum cleaner, Mop	Chapel
19:00-19:30	EXTRA	-	-
19:30	Manage wardrobe	Hangers Garderobenummers	Chapel
23:30	Remove decorations	Scissors Boxes	Chapel

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Roksana Wojteczek

Time	Task	Material	Location
09:00 AM	Check-in		Hotel Nassau
09:00-09:15 AM	Brief volunteers	Call sheet	Hotel Nassau
09:15-10:15	Prepare the wardrobe	Hangers Garderobenummers	Entrance
10:15-11:00	-Set up the Bar sign	Led lights Tape Scissors	Chapel
11:00-12:00	EXTRA	-	-
12:00-12:30	REHEARSAL		
12:30-13:00	EXTRA	-	-
13:00-13:30	Lunch break	We provide lunch	Hotel Nassau
13:55	Everybody is at designed posts-entrance	Guests list	Entrance
14:00-14:30	Help guests sign in+ give free coins	Guests list, envelopes	Entrance
14:30	Clean wine glasses at the bar	Bar	Chapel
17:45-18:00	Volunteers debrief	None	Hotel Nassau

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Stein Verweij

Time	Task	Material	Location
12:00	Rehearsal	Call sheets	Hotel Nassau
14:35	Host comes on stage	Script	Chapel
14:36	Introducing speech deliver- Bruce	Script	Chapel
14:41	Host introducing Nevile Marcinkowski for VA	Script	Chapel
15:04	Host introducing Alan Jack for Design & Production	Script	Chapel
15:20	Introducing and giving certificates to Design & Production	Script	Chapel
15:21	Introducing deliver for Programming	Script	Chapel
15:40	Introducing and giving certificates to division 3	Script	Chapel
15:41	Indicating the ceremony is over + inviting students for group picture	Script	Chapel

18:40-19:20	Break		
20:02	Host comes on stage	Script	Chapel
20:02-20:05	Intro+introducing speech deliverer- Bruce	Script	Chapel
20:10-20:11	Host comes on stage	Script	Chapel
20:11-20:18	Introducing and giving certificates to class 1	Script	Chapel
20:18-20:25	Introducing and giving certificates to class 2	Script	Chapel
20:25-20:32	Introducing and giving certificates to class 3	Script	Chapel
20:32-20:33	Host comes on stage to introduce the interview with the teachers	Script	Chapel
20:36-20:43	Introducing and giving certificates to class 4	Script	Chapel
20:43-20:50	Introducing certificates to class 5	Script	Chapel
20:50	Introducing speech deliverer- Arnoud	Script	Chapel
20:55-21:02	Introducing and giving certificates to class 6	Script	Chapel

21:02-21:09	Introducing and giving certificates to class 7	Script	Chapel
21:10-21:11	Host indicating the ceremony is over+ inviting students for a group picture	Script	Chapel
21:44-21:45	Introducing dancers	Script	Chapel
No specific time	Check out		Hotel Nassau

22.11.2019
Breda

Hotel Nassau, Nieuwstraat 21, 4811 WV

Call sheet: Zoe Van Lokven

Time	Task	Material	Location
09:00 AM	Check-in		Hotel Nassau
09:00-09:15 AM	Brief volunteers	Call sheet	Hotel Nassau
10:15-11:00	-Set up the Bar sign	Led lights Tape Scissors	Chapel
11:00-11:45	EXTRA	-	-
11:45-12:45	Prepare goodie bags	1.Goodie bags 2.Flyer of Doppio 3.Flyer Happy Toasti 4.Jumping rope- Snap Fitness	Chapel

		5.Card discount for Snap Fitness 6.Musli bars 7.Red nose	
12:00-12:30	REHEARSAL		
12:30-13:00	EXTRA	-	-
13:00-13:30	Lunch break	We provide lunch	Hotel Nassau
13:55	Everybody is at designed posts- chapel	Coins	Chapel
15:00-16:00	Person selling coins	Coins, Money box	Chapel
17:45-18:00	Volunteers debrief	None	Hotel Nassau

Appendix 14- Script stein

IGAD CEREMONY

OPENING OF THE SHOW

"Welcome everyone to the Foundation ceremony. You have all worked hard last year to get all of your credits. So here it is the special day where you will receive your well-deserved propedeuse. Let me tell you how the event will proceed. We will start with speeches then we will hand you the propedeuse after we take a group picture we can enjoy a drink together. I want to thank you all for being here and I hope you will have fun."

- WALK OFF STAGE

IGAD VIDEO PLAYS

INTRODUCTION BRUCE HANCOCK

"We are first going to start off with a speech from Bruce Hancock the director of games and media. So give it up for Bruce"

- WALK OFF STAGE

EXPLAINING PROCEDURE

" I am going to quickly explain how everything is going to be done. The anme of your department will be called out then the whole group gets on the stage. Your name will appear on the screen and you can walk up to receive your propedeuse. Once you get it you can get off stage an take a seat."

INTRODUCING NEVILE MARCINKOWSKI

"I would like to introduce to you Nevile Marcinkowski"

- WALK OFF STAGE

GIVING CERTIFICATES DIVISION ONE

"Everyone from the Visual arts department get ready to receive the certificates."

- WALK OFF STAGE

INTRODUCING ALAN JACK

"next up I would like to introduce to you Alan Jack"

- WALK OFF STAGE

GIVING CERTIFICATES DIVISION TWO

"Everyone from the design and production department get ready to receive the certificates."

- WALK OFF STAGE

INTRODUCING

- WALK OFF STAGE

GIVING CERTIFICATES DIVISION THREE

"Everyone from the Programming department get ready to receive the certificates."

- WALK OFF STAGE

CEREMONY OVER - GROUP PICTURE

"congratulations everyone on officially receiving your propedeuse. Before it ends, I would like to invite all of the students to come up on stage to take a group picture."

"

IMEM CEREMONY

OPENING OF THE SHOW

"Welcome everyone to the Foundation ceremony. Are you excited yet..... You have all worked hard last year to get all of your credits. So here it is the special day where you will receive your well-deserved propedeuse. I want to thank you all for being here and I hope you will have fun tonight."

INTRODUCTION BRUCE HANCOCK

"We are first going to start off with a speech from Bruce Hancock the director of games and media."

- WALK OFF STAGE

EXPLAINING PROCEDURE

"I am going to quickly explain how everything is going to be done. The number of your class will be called out then the whole group gets on the stage. Your name will appear on the screen and you can walk up to receive your propedeuse. Once you get it you can get off stage and take a seat."

INTRODUCTION VIDEO CLASS 1

"I would like to introduce to you Brigitte Castel"

Brigitte talking

Class walks on stage

INTRODUCTION VIDEO CLASS 2

Brigitte talking

Class walks on stage

INTRODUCTION VIDEO CLASS 3

"I would like to introduce to you Lieke Mensink"

Lieke talking

Class walks on stage

INTRODUCTION VIDEO CLASS 4

Lieke talking

Class walks on stage

INTRODUCTION VIDEO CLASS 5

"I would like to introduce to you Charlie Hicks"

Charlie talking

Class walks on stage

INTRODUCTION VIDEO CLASS 6

Charlie talking

Class walks on stage

INTRODUCTION VIDEO CLASS 7

Brigitte talking

Class walks on stage

CEREMONY OVER - GROUP PICTURE

"congratulations everyone on officially receiving your propedeuse. Before it ends, I would like to invite all of the students to come up on stage to take a group picture."

"I want to thank you all for coming tonight. Have fun tonight and get yourself a drink"

Appendix 15 – Meeting agendas

WEEK 2

Date: 10.09.2019

Time: 10:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

AGENDA ITEMS:

- Finalization of the 3 theme concepts
- Budget
- Progress overview of each team member
- Discussion based on the previous group response
- Communication
- Results of attendance survey

WEEK 3

Date: 17.09.2019

Time: 10:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

AGENDA ITEMS:

- Location visit
- Sponsor search
- Pitch to client
- Design

WEEK 4

Date: 24.09.2019

Time: 10:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

AGENDA ITEMS:

- Volunteers
- Assessment criteria
- Video presentation on the event
- Invitations design
- Break down of food/decorations
- Sponsors

WEEK 5

Date: 01.10.2019

Time: 10:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

AGENDA ITEMS:

- Stock room
- Photoshoot for presentation
- Floor plan
- Draft script

WEEK 6

Date: 10.10.2019

Time: 10:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

AGENDA ITEMS:

- Decoration
- Photoshoot for presentation
- Draft script
- Volunteers

WEEK 7

Date: 22.10.2019

Time: 10:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

AGENDA ITEMS:

- Presentation clips
- Venue signs
- Entertainment for IMEM
- Call sheets

WEEK 8

Date: 29.10.2019

Time: 10:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

AGENDA ITEMS:

- I. Informing ADE operations, Bruce and Arnoud
- II. Event script
- III. Clips for each class
- IV. Decorations
- V. Call sheets
- VI. Wine glasses order

WEEK 9

Date: 05.11.2019

Time: 10:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

AGENDA ITEMS:

- I. Interview teachers
- II. Presentation clips
- III. Risk log
- IV. Decorations
- V. Call sheets IGAD

WEEK 10

Date: 12.11.2019

Time: 10:00

Location: Frontier Building, Room FE0.037

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

AGENDA ITEMS:

- I.Coach replacement for class 5 and 6
- II.Presentation clips
- III.Risk log
- IV.Decorations
- V.Final script
- VI.Venue signs
- VII.FQA

Appendix 16 – Meeting minutes

WEEK 1

Date: 03.09.2019

Time: 14:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Department: Design experiences

Group: Foundation ceremony 2019

ATTENDANCE

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

Members not in attendance: -

ACTION ITEMS:

- I. We divided the roles within the group as follows:
 - a. Fay Wennekes – Venue contact
 - b. Marijn Oosterveen – Technical support
 - c. Isa Zaman – Finance, decoration
 - d. Gergana Kircheva – Communication, design
 - e. Ema Nikolaeva – Volunteers, music
- II. Gergana wrote the team contact and after the approval of the team member, uploaded it in the created folder on Teams by Fay.
- III. Isa who is responsible for the finance created a budget estimation.
- IV. Ema volunteered to contact Amber van Eck of the previous year team to ask her for tips regarding the event.
- V. The group brainstormed about ideas regarding the theme of the ceremony. Isa came up with a Circus themed ceremony with message “Live is a ticket to the greatest show on earth”, Fay – with an Ocean theme with title “Explore the unknown” and Ema came up with gold related theme “Golden ages”. Later Gergana thought of another version of the same theme but couldn’t formulate the message so she asked Fay for help. The second version of the golden theme is called “A touch of gold”.
- VI. Fay began making the pitch presentation which will later be finished by the whole group.
- VII. Fay and Isa will create a planning in Trello, after the whole group agreed on using the platform for the planning schedule.

WEEK 2

Date: 10.09.2019

Time: 10:30

Location: Sibeliuslaan 13, Production house, Room 2.001

Department: Design experiences

Group: Foundation ceremony 2019

ATTENDANCE

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

Members not in attendance: -

AGENDA ITEMS:

- I. Finalization of the 3 theme concepts
- II. Budget
- III. Progress overview of each team member
- IV. Discussion based on the previous group response
- V. Communication
- VI. Results of attendance survey

ACTION ITEMS:

- I. The PowerPoint for the pitch was finished by Isa during last PRH day and Marijn presented it to Sam van der Laan, with a few details added by Gergana. Sam liked the team's main idea which is Circus. Gergana will e-mail the client to arrange a meeting so Fay can pitch the idea to him.
- II. The team decided that it is too early to discuss the budget. Isa, who is responsible for the Finance will order the smart card from the Service desk.
- III. Each team member completed the tasks that were assessed to them during last week.
- IV. Amber, the contact from the last year's Foundation ceremony group, replayed with a few tips and advices that we should keep in mind such as to not underestimating the work that goes into organizing the event and always keep in touch with the supervisors during the process.
- V. Sam mentioned that she is missing a few roles in the group division namely PR, Sponsorship and Logistics. Fay volunteered to look for a sponsor and since Marijn's roles are mainly on the ceremony day itself, he will do the PR. Isa was assigned to also do the catering as she is responsible for the finance.
- VI. 77 people had answered the survey Marijn did last week, but the team was sure that these are not everybody that will participate in the event. Gergana will send an e-mail to the ADE operations to ask them for the number of students that have relieved their Propadeuses.
- VII. Fay will call Nasau hotel to ask them if next Tuesday will be okay to go check the chapel where the event is going to take place in order to start making the floorplan.

WEEK 3

Date: 17.09.2019

Time: 10:30

Location: Sibeliusslaan 13, Production house, Room 2.001

Department: Design experiences

Group: Foundation ceremony 2019

ATTENDANCE

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Ema Nikolaeva

Members not in attendance: Gergana Kircheva (illness)

AGENDA ITEMS:

- I. Location visit
- II. Sponsor search
- III. Pitch to client
- IV. Design

ACTION ITEMS:

- I. The group will visit the location of the event, namely the Nassau Hotel before going back to Sibeliusslaan. During this time Isa is going to also pick up the smart card from Building G.
- II. Fay is going to call a few places that she thinks they might give the team sponsorship. She will be focusing mainly on food restaurants and cafes.
- III. Fay is going to also pitch the idea to the client today at 13:30, after he has canceled the meeting that had to happen last week.
- IV. Gergana will work on the design sketches from home while keeping in touch with the team for her brief progress e-mail to Sam van der Laan at the end of the day.

WEEK 4

Date: 24.09.2019

Time: 10:30

Location: Sibeliuslaan 13, Production house, Room 2.001

Department: Design experiences

Group: Foundation ceremony 2019

ATTENDANCE

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

Members not in attendance: -

AGENDA ITEMS:

- I. Volunteers
- II. Assessment criteria
- III. Video presentation on the event
- IV. Invitations design
- V. Break down of food/decorations
- VI. Sponsors

ACTION ITEMS:

- I. Two of Isa's friends agreed to be hostesses on the event. Ema will also email the first year students to see if any of them is willing to participate as volunteers on the event.
- II. Ema will write down the assessment criteria.
- III. Marijn will order the equipment for the student photoshoot that will take place in one of the studios on Sibeliuslaan on the 9th of October. The idea is to gather pictures for the presentation that will run on the event as a background while each class goes on the stage to receive its certificates. He will also write the notifying e-mail and send it to them.
- IV. During the meeting with Sam, the group pointed out a few things that they did not like in the draft invitations such as the colors and Sam also mentioned that she missed the BUAS logo and that now it was not feeling personal. Gergana will consider and implement into the design the details that were pointed out.
- V. Isa and Sam will have a meeting in order to make a breakdown of the food and beverages.
- VI. Fay will continue calling different locations in order to find more sponsors for the event. She already received a positive answer from Toasty Breda and got bonus cards from the venue.

WEEK 5

Date: 01.10.2019

Time: 10:30

Location: Sibeliuslaan 13, Production house, Room 2.001

Department: Design experiences

Group: Foundation ceremony 2019

ATTENDANCE

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

Members not in attendance: -

AGENDA ITEMS:

- I. Stock room
- II. Photoshoot for presentation
- III. Floor plan
- IV. Draft script

ACTION ITEMS:

- I. Isa and Gergana went to the stock room in the Horizon building. They found the parts for the photobooth background but could not find the coins so they should be ordered.
- II. Marijn will write an email to inform the students for the upcoming photoshoot next week. He already has booked equipment and room.
- III. Fay will work on the floor plan of the venue.
- IV. Gergana and Ema will start writing the draft script of the event.

WEEK 6

Date: 10.10.2019

Time: 10:30

Location: Sibeliuslaan 13, Production house, Room 2.001

Department: Design experiences

Group: Foundation ceremony 2019

ATTENDANCE

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

Members not in attendance: -

AGENDA ITEMS:

- I.Decoration
- II.Photoshoot for presentation
- III.Draft script
- IV.Volunteers
- V.Signs

ACTION ITEMS:

- I.Isa is going to continue ordering decorations. We know that some of the packages arrived, but we do not know where so she will look for them too.
- II.Marijn and Ema will take pictures of the students of each class for the presentation during the event.
- III.The group will discuss and change the draft script and times. Gergana already did the draft last week and sent it to Sam, who will receive the end version after it is done.
- IV.Ema and Gergana will text a few students from first year to see if they will agree to volunteer on the event.
- V.Gergana will start working on the design of the signs that will be placed in the venue on the day of the event after discussing what is needed with Fay who is making the floor plan.

WEEK 7

Date: 22.10.2019

Time: 10:30

Location: Sibeliuslaan 13, Production house, Room 2.001

Department: Design experiences

Group: Foundation ceremony 2019

ATTENDANCE

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

Members not in attendance: -

AGENDA ITEMS:

- I. Presentation clips
- II. Venue signs
- III. Entertainment for IMEM
- IV. Call sheets
- V. Decorations
- VI. Chocolate for goodie bags

ACTION ITEMS:

- I. Because Gergana does not have enough time to work on the presentation clips, she asked Marijn to help her with them. He agreed.
- II. Gergana will continue working on the signs that will be displayed in the venue during the ceremony.
- III. Gergana and Ema know that two of the volunteers are dancers. After a short briefing with Sam, the group decided that instead of having them as volunteers, they will dance as part of the entertainment program of the ceremony. Ema will talk with the two girls to let them know and see if they are willing to do that.
- IV. Ema will start making the call sheets for each person that has part in the ceremony.
- V. Isa already received a few packages. She will continue ordering things, that are either part of the decoration of the venue or the content of the goodie bags.
- VI. Fay continue searching for a company that will provide the team any kind of small chocolate or candy that the team can use for the goodie bags.

WEEK 8

Date: 29.10.2019

Time: 10:30

Location: Sibeliuslaan 13, Production house, Room 2.001

Department: Design experiences

Group: Foundation ceremony 2019

ATTENDANCE

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

Members not in attendance: -

AGENDA ITEMS:

- I. Informing ADE operations, Bruce and Arnoud
- II. Event script
- III. Clips for each class
- IV. Decorations
- V. Call sheets
- VI. Wine glasses order

ACTION ITEMS:

- I. Gergana will e-mail ADE operations to ask them how many people of their team will be present on the venue and would they like to be at dinner with the rest of the crew; she will also send e-mails to Bruce and Arnoud to inform them about the time they need to be at the venue for their speeches.
- II. Gergana will also make updates in the event script since there are already a few changes.
- III. Marijn will continue working on the clips for each class that will be played during the ceremony.
- IV. Isa will keep ordering the rest of the decorations for the venue. Later during the day, together with Fay, they will go visit Nassau hotel for second time in order to see if the LED lights we will use for the two bars can be placed on the wall.
- V. Ema already made 17 out of 19 call sheets. Sam will take a look at them and Ema will apply Sam's feedback later on.
- VI. Fay will call Nassau to check with which company they are working for the wine glasses and will order them.

WEEK 9

Date: 05.11.2019

Time: 10:30

Location: Sibeliuslaan 13, Production house, Room 2.001

Department: Design experiences

Group: Foundation ceremony 2019

ATTENDANCE

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

Members not in attendance: -

AGENDA ITEMS:

- I. Interview teachers
- II. Presentation clips
- III. Risk log
- IV. Decorations
- V. Call sheets IGAD

ACTION ITEMS:

- I. After the team agreed that there will be an interview of teachers and two teachers responded that they are willing to participate, Gergana has to e-mail Charlie Hicks and Fraser Robinson to further arrange the time and place.
- II. Marijn will continue working on the presentation clips for each class.
- III. Since Fay is already done with arranging the sponsors of the event, she will do the risk log.
- IV. Isa will continue ordering the decorations for the venue. Most important right now are the goodie bags.
- V. Ema will make call sheets for the teachers of IGAD that will participate on the ceremony.

WEEK 10

Date: 12.11.2019

Time: 10:30

Location: Frontier Building, Room FE0.037

Department: Design experiences

Group: Foundation ceremony 2019

ATTENDANCE

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

Members not in attendance: -

AGENDA ITEMS:

- I.Coach replacement for class 5 and 6
- II.Presentation clips
- III.Risk log
- IV.Decorations
- V.Final script
- VI.Venue signs
- VII.FQA

ACTION ITEMS:

- I.Since the coach of class 5 and 6, Nova, will not attend the ceremony, Gergana will email Charlie Hicks to ask if he can hand out the certificates to the classes instead of her.
- II.Marijn has to do the finishing touches on the presentation clips for the classess and also edit the teachers' interview.
- III.The risk long made last week suddenly got deleted so Fay will do it again.
- IV.Because the smart card stopped working last week Isa could not really order all the things she wanted. The problem was fixed so she will do it today.
- V.Ema will check the script and see if the times are the same as in the call sheets.
- VI.Gergana will work on the last few signs that will be displayed in the venue on the day of the ceremony.
- VII.Since there were a lot of questions sent to the ceremony's email, each one of the team will answer the most frequent ones and Marijn will send the answers to IMEM and IGAD.

WEEK 11

Date: 19.11.2019

Time: 10:30

Location: Sibeliuslaan 13, Production house, Room 2.001

Department: Design experiences

Group: Foundation ceremony 2019

ATTENDANCE

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

Members not in attendance: -

AGENDA ITEMS:

- I. Printing
- II. Logistics
- III. Photo booth pick up

ACTION ITEMS:

- I. Today all documents and signs have to be printed. Ema and Gergana will do that. Sam gave them her card so they can use it.
- II. A lot of the decoration boxes are in either Isa, Fay or Gergana's place. There are a few more boxes that have to be distributed among the team, mainly goodie bags.
- III. Isa will pick up the photobooth with a car landed from her work and bring it on Friday.

Appendix 17- Progress reports

WEEK 1

Date: 03.09.2019

Time: 09:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

Past status	Present status	Future status
The group was not divided the roles of the team members.	The roles were divided.	The team members have to stick to their roles and obligations.
The group did not have a workspace in teams.	Fay created a folder in teams.	The group should upload all the documentation regarding the project in the workspace.
The group did not have a contract.	Gergana wrote and uploaded the contract in the Team workspace.	The group has to stick to the rules written in the contract.
The group did not have any concept for the ceremony theme.	The group came up with 3 separate concepts.	The theme has to pitch the concepts in Week 2 to Sam van der Laan.
The theme did not have a WhatsApp group.	Gergana created the WhatsApp group.	The group has to communicate everything regarding the project in the group chat.
There was no planning schedule.	The team agreed on working with Trello for creating the schedule. Isa started filling in the tasks with the help of Fay.	Each team member will mark the task that he/she is going to do.

Problems	Solutions
Gergana was late with the email to Sam van der Laan, because of a late lecture.	Gergana will make sure that this problem will not occur again.

COMPLETED ACTIVITIES:

- I. Pitch presentation
- II. Concept choice
- III. Planning schedule
- IV. Team contract
- V. Role division

FUTURE PLANNED WORK:

- I. Pitch the 3 theme concepts
- II. Discuss budget

WEEK 2

Date: 10.09.2019

Time: 16:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

Past status	Present status	Future status
The team had to pitch the concepts in Week 2 to Sam van der Laan.	Sam liked the main idea which is Circus.	Fay will pitch the idea to Bruce Hancock.
No one has contacted the venue.	Fay contacted the venue and set a meeting on the 17 th of September, 10:00.	The group will go together to see the chapel where the event is going to be and Fay will make a floorplan after that.
The PR part of the project was not discussed.	Gergana, Ema and Fay went to talk to Oscar and he gave them some insight on what can be used in regard to social media and appliances in the building such as TV screens	The group has to agree on a marketing plan before it can proceed with the PR.

Problems	Solutions
The group is still confused on how exactly the PR part of the project should be done.	Sam van der Laan said she will help the team with this part since she is aware that this is the first time we are encountering such problem.

COMPLETED ACTIVITIES:

- I.Contact with venue
- II.Pitch to supervisor
- III.Discussed PR

FUTURE PLANNED WORK:

- III.Pitch the main theme to client
- IV.Visit the venue
- V.Make a floor plan
- VI.Start thinking of design concepts

WEEK 3

Date: 17.09.2019

Time: 16:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

Past status	Present status	Future status
Fay had not contacted any sponsors.	She called a few food and coffee places in Breda.	She has to wait for a response and keep looking for more sponsors.
Fay had to pitch the idea to Bruce Hancock.	Bruce Hancock liked the idea very much and gave the team a green light.	The team will proceed with creating the overall look of the event based on the theme.
The venue was not visited.	The group visited the venue and took pictures.	Fay will make a floor plan of the whole hall after a discussion with the team and a visit of the storage room.
There was no design for the invitations.	Gergana sketched a few designs for the invitations.	Gergana will create the invitations using Illustrator.
Isa was not ordered the smart card	She picked the card from Building G.	She has to discuss the budget with Sam van der Laan and use the card only for necessities.

Problems	Solutions
-	-

COMPLETED ACTIVITIES:

- I. Venue has been visited
- II. Event concept
- III. Discussed PR
- IV. Smart card
- V. Contact sponsors

FUTURE PLANNED WORK:

- I. Finalization of invitations
- II. Volunteers
- III. Breakdown of food/beverages
- IV. Floorplan

WEEK 4

Date: 24.09.2019

Time: 16:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

Past status	Present status	Future status
Fay called a few food and coffee places in Breda.	She got a response from Toasty Breda and received discount cards.	She has to keep looking for more sponsors for the goody bags.
The assessment criteria were not written.	Ema almost finished writing it.	She has to complete it and upload it in teams.
There was no equipment booked for the photoshoot.	Marijn booked a studio, lights and camera and wrote the email that will be sent to the students.	Gergana and Marijn have to take pictures of the students and assemble the presentation.
Gergana had to create the invitations using Illustrator.	After discussion with the team, she created the final version of the invitations.	She will print the invitations next week.
Isa had to discuss the budget with Sam van der Laan and use the card only for necessities.	She ordered a photobooth and balloons.	After visiting the university's storage room next week, she will order the needed decorations.

Problems	Solutions
-	-

COMPLETED ACTIVITIES:

- I. One sponsor found
- II. Photobooth and balloons were ordered
- III. Invitations design
- IV. Booking equipment

FUTURE PLANNED WORK:

- I. Storage room visit
- II. Decorations
- III. Marketing
- IV. Further design

WEEK 5

Date: 02.19.2019

Time: 16:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

Past status	Present status	Future status
The criteria assessment was written	Isa and Gegana went to the stock room in the Horizon building. They find the parts for the photobooth background but could not find the coins.	Coins should be ordered.
The design for the invitations was made.	Marijn wrote and send an email to inform the students about the upcoming photo shoot.	He has to do the photoshoot
More sponsors were found.	Fay worked on the floor plan	Fay will have to finish the floor plan.
Break down of food and decorations was made	Gergana and Emma started working on the draft script of the event.	They have to finish it.

Problems	Solutions
-	-

COMPLETED ACTIVITIES:

- I.Email to students send
- II.Storage room visited
- III.Floorplan started to be written
- IV.Draft script started to be written

FUTURE PLANNED WORK:

- I.Coins ordered
- II.Floorplan written
- III.Photoshoot organized
- IV.Draft script written

WEEK 6

Date: 09.19.2019

Time: 16:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

Past status	Present status	Future status
Storage room visited	Isa found the delivered packages and continued ordering decorations	More decorations should be ordered.
Email to students about the photoshoot send	Marijn and Emma took pictures in the green room of the students.	Marijn has to edit the pictures and create a video.
Start of writing the floor plan	The group discussed the draft script and changed times.	Continuing writing the draft script
Start of writing the draft script	Emma and Gergana texted a few students to be volunteers for the event.	More volunteers have to be found
-	Gergana started working on the design of the signs	Finish the signs

Problems	Solutions
-	-

COMPLETED ACTIVITIES:

- I. Photos of students taken
- II. Volunteers texted
- III. Start of designing the signs
- IV. Delivered packages found

FUTURE PLANNED WORK:

- I. More decorations ordered
- II. Video from the photos created
- III. Finishing designing the signs
- IV. Finding more volunteers

WEEK 7

Date: 22.10.2019

Time: 16:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

Past status	Present status	Future status
Photo of students for the photoshoot taken	Marijn started working on the presentation clips	He has to finish the presentation clips
Volunteers texted	Gergana continued working on the design for the signs	She has to finish them by the end of next week
Start of designing the signs	Emma talked with the two girls and arranged it they to dance at the event	Buy costumes for the dancers
Delivered packages found	Emma started making the call sheets	Finishing the call sheets
-	Isa ordered more decorations and Fay searched for more companies for chocolate letters	Continuing searching for sponsors and decorations

Problems	Solutions
-	-

COMPLETED ACTIVITIES:

- I. Found two dancers
- II. More decorations ordered
- III. Call sheets almost done
- IV. Presentation clips almost done

FUTURE PLANNED WORK:

- I. Buying costumes for the dancers
- II. Finishing the presentation
- III. Finding sponsor for the chocolate letters
- IV. Finishing the call sheets

WEEK 8

Date: 29.10.2019

Time: 16:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

Past status	Present status	Future status
Two dancers found	Gergana emailed ADE Operations and Bruce and Arnould	Fay has to order wine glasses
Presentation clips almost done	Gergana made an updates in the draft script	Gergana has to show the draft version of the script to Sam
Call sheets almost done	Marijn worked on the videos with the photos	Marijn has to finish the video
More decorations bought	Isa and Fay visited hotel Nassau and checked the lightning	Isa has to finish buying the decorations

Problems	Solutions
-	-

COMPLETED ACTIVITIES:

- I. Updates on the draft script made
- II. Lightning checked
- III. Bruce and Arnould emailed
- IV. ADE operations emailed

FUTURE PLANNED WORK:

- I. Order of wine glasses
- II. Finishing the draft script
- III. Finishing the video
- IV. Order the rest of the decorations

WEEK 9

Date: 05.11.2019

Time: 16:00

Location: Sibeliuslaan 13, Production house, Room 2.001

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

Past status	Present status	Future status
Risk log was not started	Fay began doing the risk log	Fay has to finish it
None has contacted the teachers for interview	Gergana contacted Charlie and Fraser	After a time is set, Marijn will do and record the interviews
Call sheets for volunteers are almost done	Ema wrote the callsheets for the IGAD teachers and Gergana sent the callsheets to them	

Problems	Solutions
-	-

COMPLETED ACTIVITIES:

- I. IGAD teachers' call sheets sent
- II. Contact with teachers for interviews

FUTURE PLANNED WORK:

- I. Finish risk log
- II. Film and edit interview
- III. Order last decorations

WEEK 10

Date: 12.11.2019

Time: 16:00

Location: Frontier Building, Room FE0.037

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

Past status	Present status	Future status
Coaches were contacted and asked if they are willing to hand out the certificates to the students	Lieke and Brigitte agreed, but Nova said she will not attend the ceremony. Gergana has to email Charlie Hicks if he is willing to replace Nova for her classes.	If Charlie does not agree, another teacher will be contacted
Teachers were contacted for interview.	Marijn filmed and started editing the interview.	Marijn has to finish editing the interview and add it in the PowerPoint presentation.
Call sheets were done	Ema checked if the call sheets match the times of the script	
Students sent a lot of questions regarding the event	The team did FAQ and Marijn send it to the students	

Problems	Solutions
Risk log was deleted.	Fay wrote it again.
The smart card stopped working.	Isa contacted the finance department to fix the problem.

COMPLETED ACTIVITIES:

- I. FAQ sent
- II. Call sheets
- III. Teachers interview
- IV. Nova's replacement contacted
- V. Risk log

FUTURE PLANNED WORK:

- I. Final decorations
- II. Printing signs

WEEK 11

Date: 19.11.2019

Time: 16:00

Location: Frontier Building, Room FE0.037

Attendees: Fay Wennekes, Marijn Oosterveen, Isa Zaman, Gergana Kircheva, Ema Nikolaeva

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: Foundation ceremony 2019

Past status	Present status	Future status
Interview was not edited	Editing completed	Presentation done
Charlie was contacted for replacing Nova	Charlie agreed	-
Signs were done	Printing of signs was done	On the day of the event they have to be displayed
Isa had to arrange transport	Isa found a car.	She will pick up the decorations and photobooth and together with Gergana go to Horizon to pick boxes from storage room and walkie talkies

Problems	Solutions
There were a lot of decoration boxes yet to be picked up from Sibeliuslaan.	The team divided the boxes among each other.

COMPLETED ACTIVITIES:

I.Printing

II.Presentation

III.Logistics

FUTURE PLANNED WORK:

I.Successful event!