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Inhale the Future

New Year's Drink
2020



Contents

Introduction	4
Practical and necessary information	4
Team	4
Stakeholders.....	4
Guests	4
Location	4
Budget.....	4
Summary of the Event Progress.....	4
Pre-production	4
Day of the event	5
Returning decorations	5
Post-production.....	5
Simplified Card	5
Volunteers, administration and other parties involved	6
Volunteers.....	6
Operations	6
Design	6
Invitations	6
Liquor bottles label.....	6
Coffee cups.....	7
Signs.....	7
Presentation background.....	7
Decorations	7
Food and drinks.....	7
Vega	7
Chips	8
Chocolate milk.....	8
Soup.....	8
Pointers for future New Year's Drinks	8
Appendix.....	9
Appendix 1 – Team contract	9
Appendix 2 – Floor plan	10

Appendix 3 – Budget.....	10
Appendix 4 - Call sheets.....	11
Appendix 5 - Event Schedule.....	25
Appendix 6 - Script for Host.....	26
Appendix 7 - Sponsors list.....	28
Appendix 8 – Invitations	31
Appendix 9 – Liquor bottle label	32
Appendix 10 – Coffee cups.....	32
Appendix 11 – Signs.....	33
Appendix 12 – Presentation background.....	39
Appendix 13 – Meeting agendas	39
Appendix 14 – Meeting minutes	42
Appendix 15 – Progress reports	47
Appendix 16 – Food budget	51
Appendix 17 – Gift bags budget	51
Appendix 18 – Decorations budget	52
Appendix 19 – Decoration list	52

Introduction

In a group of 5 IMEM students, the New Year's Drinks 2020 were organized with the aim to create an entertaining atmosphere for the IMEM and IGAD staff by starting off the new era with a memorable experience. To reach this goal, the group worked over a period of 6 weeks to set up an organizational plan with the help of the group's supervisor, Sam van der Laan, and by setting up weekly updates in the weeks leading up to the event. Every team-member was assigned to one primary responsibility, while still working together on the overall concept and execution.

This documentation will provide an overview of all the steps that were taken to organize the final event, including information on the production-steps, all involved parties, designs and decoration, and the budgeting.

Practical and necessary information

Team

The team included 5 people and a team contract was established in which the rules and team division was included. During the pre- and post-production the team members did not hesitate to ask questions and help each other.

Stakeholders

- Client: Bruce Hancock, ADE Director
- Supervisor: Sam van der Laan
- Catering: Jumbo
- Venue: Food Plaza, Frontier Building, Monseigneur Hopmansstraat 2, 4817 JS Breda

Guests

The NYD is an event organized for all the staff-members of AGM. Therefore, 117 people were invited to the event. However, only around 60 attended the event.

Location

The event took place in the Food Plaza of Frontier Building, part of the new campus (Monseigneur Hopmansstraat 2, 4817 JS Breda). The event took place on the 9th of January from 5PM until 9PM. The floor plan can be found in Appendix 2.

Budget

After presenting 2 options to Bruce Hancock, a cheaper option which excluded the oxygen bar and the more expensive option which included the oxygen bar. The cheaper option costed us €1.350,- euro's and the more expensive one costed €2.150,- euro's. Bruce Hancock chose for the bigger budget and we were able to make a deal with an oxygen bar. A detailed budget of the event can be found in Appendix 3.

Summary of the Event Progress

Pre-production

Preproduction started around 6 weeks before the event but there was a 2 week holiday in the middle. We had 4 production house days before the event was. We got to our theme quite quickly after we all started working on our own parts. Decorations were found, food was chosen and Marijn assembled a budget. We came to the idea of calling in an oxygen bar. This was quite expensive so we made a budget with the oxygen bar and one without and got the client to choose whether he wanted the oxygen bar included or not.

We also had to design the gifts, and find packaging to deliver the gifts in. We had a bottle of coffee liquor and a mug and we made our own label and illustration for the coffee mug. We struggled a little bit with food and drinks because we wanted a mixed variety of snacks and drinks. Right after the gifts were ordered and designed we started working on invitations for the teachers. Geri made very nice invitation cards and send them out on the Tuesday before the Christmas holiday.

We found very nice decorations which were ordered to the Mg. Hopmansstraat and were delivered on time. One package did not arrive at the end out our project, but the rest all did. Before the event, Ema found some fun games for the teachers to play during the event. Singing games, we had a Wii game corner and the oxygen bar.

Because our Theme has a wood/pallet touch to it, we wanted to make a bar with pallets. We had trouble arranging this until we found out that there were pallets at school

A script was made and we had a smooth start with the event, also thanks to our volunteers.

The timeline (script) of the event you can see in Appendix 5.

Day of the event

We had a clear script so everybody knew what they had to do. We picked up some last decorations, cupcakes and items with the car and in the meantime, the volunteers were setting up the bar, and preparing the gifts. The bar was made with pallets which we reserved at the service desk. They were from the janitors, but we emailed the service desk that we wanted to borrow them. We set up a stage with pallets, and got 2 screens we reserved into the event space. Then our first problem arrived. The screen had the video entrance the Wii fit in blocked, so we could not connect the Wii to the screen. Therefore, we were unable to set up the Wii game corner.

Because we got a clear floorplan all the decorations were set up quick and we could start preparing the gift bags and the food.

The bar was set up, with lights and the food was prepared. The food was delivered on time. We had the cheese fondue set up and the nachos were prepared. We were out of nachos really quick, so in the meantime we had to get some new Nacho's. The food turned out really nice, and we had nothing but positive reactions on the food itself.

We scheduled 3 volunteers at the bar, and 2 at the buffet to ensure that everyone was able to get food and drinks.

We ate some food in between and it turned out really nice.

Returning decorations

Since most of the reusable decorations were picked from the storage room in the Horizon Building, by using a trolley we returned everything that can be useful for next year events. Tables were also returned to Horizon.

Post-production

Simplified Card

We delivered the simplified card back the week after the event with all the printed out receipts. We experienced no problems using the card.

Volunteers, administration and other parties involved

Volunteers

We had 15 volunteers all who were from the 2nd year of IMEM, they had to do volunteer work at one of the events which the university had created. One of them was our host-Sam Vranken who did a great job. The dress code for the volunteers was formal and all black. They were divided in two shifts: an evening one from 17 to 22 and an afternoon one from 12 to 17. They had to help with setting up the place for the event, packing gifts and carrying boxes. Also one of them was our photographer and two were hostesses. . We had 1 main contact person for the volunteers (Fay), and we used email as our way of communicating before the ceremonies. We also created a WhatsApp chat with them, so they could easily reach us and ask questions if they needed to. They were provided call sheets and at the end we were pleased with the number of volunteers and their work. The call sheets and the script for the host can be found in Appendix 4.

Operations

Operations helped us sending the invitations to the teachers, as well as giving us the needed information about the guests. They were our communication with the teachers. Isa was the communication person between the team and operations. All the communication with them was via email.

Sponsors

We had 3 main sponsors for the event who were provided from Isa. She made a sponsorship with Cup of Cake, Optisport Kunstijsbaan and The Oxygen Bar. We had mini cupcakes for 1 euro with specific decorations on them in order to match with the theme. The girls from there were friendly and agreed easily to collaborate with us. We ordered around 50. We wanted one of the sponsors to be something connected with sports activities because often people new year's resolutions are to be more fit and do more exercises. Optisport Kunstijsbaan gave us 1+1 cards for ice skating as well as their other activities. The Oxygen Bar was an idea we really wanted to happen because it fit so well with the theme of the event and was also an activity few people have tried. The people from the company gave us 300 euros discount and e hired the bar for 3 hours. It was a huge success. The correspondences with all the sponsors are in Appendix 7.

Design

Invitations

The invitations were designed based on the theme "Apres-ski". The design is all made in Adobe Illustrator. It includes a snowy mountain landscape, a pair of ski in the right bottom corner and a few threes in the left, with a frame of snowflakes. The invitation was send in a digit form to all the teachers with a linked sign up form in PDF. The invitation can be found in Appendix 8.

Liquor bottles label

One of the gifts for each of the teachers ordered by Sam van der Laan was a bottle of coffee liquor. A unique label design was made for them. The design is in shape of the bottle, with a border of repetitive Breda University of Applied Sciences and Academy for Games and Media pattern in orange. The lables

were printed in print shop De Haan on a sticky paper, cut and stickered to the bottles by the volunteers on the day of the event. An example of the label design can be seen in Appendix 9.

Coffee cups

Another part of the gift for the teachers were reusable plastic cups in black with either orange or black lid. An orange design representing the new Horizon Building was created in order to be printed on the cups themselves. The design is in Appendix 10.

Signs

A few signs were also made for the event, including direction signs, bar and drinks. The concept was the same as the invitations. They all can be found in Appendix 11.

Presentation background

The overall design used in the invitations and signs was also the one used for the presentation. The names of each teacher was written in the slides together with the speaker Bruce Hancock. An example can be found in Appendix 12.

Decorations

We started off with a mood board and searched for decorations that resembled snow, skiing, October fest and other decorations that fit the theme après ski. We bought the flag lines, and the Christmas garland to create a bar with. Other decorations were used to set the theme with, such as skies and blue and white table skirts. The volunteers that were behind the bar wore an après ski Apron. The decoration budget can be seen in Appendix 18 and the list - in Appendix 19.

Food and drinks

We ordered food online from Jumbo. We selected the day of the event, 9th of January between 11:00 and 13:00 as delivery time. The truck with our order arrived at 11:00. We did not calculate the costs for the crates in our budget, so the groceries came out €30,- more expensive then expected, but we were able to hand them in at the closest Jumbo and get that money back. The food budget is in Appendix 16.

All the food we ordered:

<i>Type</i>	<i>Amount</i>
<i>Chocolate Milk</i>	30
<i>Dipchips</i>	15
<i>Guacamole & other dips</i>	15
<i>Cheesefondue</i>	5
<i>Bread</i>	7
<i>Cupcakes</i>	60
<i>Soup</i>	7
<i>Nuts & snacks</i>	15

Vega

For the vegetarian and vegans with us, we ordered Soya chocolate milk and tomatoes, as well as cucumbers.

Chips

We were out of chips quite quick. We had to get around 8 new bags from the nearby Albert Heijn.

Chocolate milk

There was a lot of left over chocolate milk and all the other chocolate milk we had to throw away. This was because Eurest had not washed the kettle well enough, and the chocolate milk they put in the kettle quickly started tasting like old coffee. We had to throw all the chocolate milk away, and no one drank any.

Soup

We were not able to use the kitchen from Eurest so Soup was not a good idea. We were unable to serve the soup. We served one plate from the microwave, but no one wanted any.

Pointers for future New Year's Drinks

- Check all the equipment you use beforehand.
- Know your target group when thinking of games during the event.

Appendix

Appendix 1 – Team contract

NYE DRINKS 2020 GROUP CONTRACT

Name	Student number	Email	Phone number	Role
Fay Wennekes	183183	1831183@buas.nl	+31618911980	Foor plan, Volunteers
Marijn Oosterveen	181124	181124@buas.nl	+31623157760	Technical support, Finance, decorations
Isa Zaman	180938	180938@buas.nl	+31652876446	Sponsors, Communication, Music
Gergana Kircheva	180938	180938@buas.nl	+359890336650	Design, Documentation
Ema Nikolaeva	183603	183603@buas.nl	+359886113999	Script, Logistics

Rules:

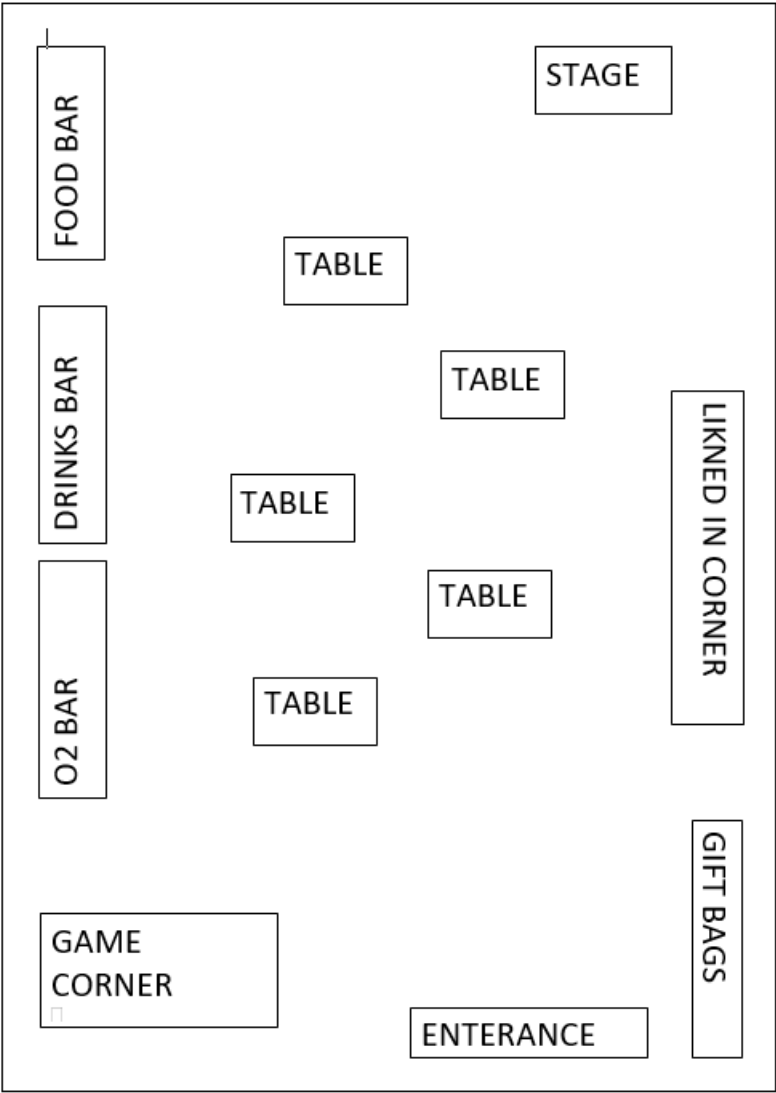
- Members are expected to keep track of WhatsApp group chat in order to communicate efficiently.
- Keep up with the schedule.
- Inform others on time, if you're not able to make it to scheduled meeting or delivery date.
- Any problems are discussed in a group and also decisions are made by the whole 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:

Appendix 2 – Floor plan



Appendix 3 – Budget

Appendix 4 - Call sheets

Call Sheet

Name volunteer: **Sally Abulail**
Name contact person: Fay Wennekes
E-mail address volunteer: 173046@buas.nl
Date: 09-01-2020
Phone number volunteer: **06-53107983**
Phone number contact person: 06-18911980
E-mail address contact person: 183183@buas.nl
Location: Frontier building, Monseigneur Hopmansstraat 2, 4817 JS Breda
Main task: **Hostess**

Time	Task	Position	Notes
12:15	Arrive at the Frontier building	entrance	-
12:20 – 12:30	Briefing (run through the day)	-	Guided by Fay Wennekes
12:30 – 16:30	Set up decorations	Decorations	Guided by Fay Wennekes Specific tasks will be given during the day itself.

Call Sheet

Name volunteer: **Britt Kosterman**
Name contact person: Fay Wennekes
E-mail address volunteer: 182857@buas.nl
Date: 09-01-2020
Phone number contact person: 06-18911980
E-mail address contact person: 183183@buas.nl
Location: Frontier building, Monseigneur Hopmansstraat 2, 4817 JS Breda



Time	Task	Position	Notes
16:30	Arrive at frontier building	-	-
16:35 – 16:45	Briefing	-	Guided by Fay Wennekes
16:00 – 17:00	Help prepare food bar	Food	Guided by Ema The exact tasks will be given there.
17:00 – 17:20	Welcome guests at entrance event	Entrance	Guided by Fay Wennekes
17:20 – 21:00 (END EVENT)	Serve food to the teachers	Food	Guided by Ema
21:00 – 22:00	Clean up the food bar	Food	Guided by Fay Wennekes

Call Sheet

Name volunteer:

Dawn Jansen

Phone number

volunteer: **06-82104838**

Name contact person: Fay
Wennekes

**Phone number contact
person:** 06-18911980

E-mail address volunteer:

E-mail address contact person:

183183@outlook.com

Date: 09-01-2020

Location: Frontier building,
Monseigneur Hopmansstraat 2,
4817 JS Breda

Time	Task	Position	Notes
14:15	Arrive at the frontier Building	entrance	-
14:20 – 14:30	Briefing	-	Guided by Fay Wennekes
14:30 – 15:00	Help preparing the decorations	Decorations	Guided by Fay Wennekes. Exact tasks will be given there
15:00 – 15:30	help with getting the oxygen bar in its place	O2 bar	Guided by Isa Zaman
15:30 – 17:00	Help preparing the decorations	Decorations	Guided by Fay Wennekes. Exact tasks will be given there

Call Sheet

Name volunteer:

Dilara Kasapoglu

Phone number

volunteer: **06-34536538**

Name contact person: Fay
Wennekes

**Phone number contact
person:** 06-18911980

E-mail address volunteer:

E-mail address contact person:

183183@outlook.com

Date: 09-01-2020

Location: Frontier building,
Monseigneur Hopmansstraat 2,
4817 JS Breda

Time	Task	Position	Notes
16:30	Arrive at Frontier Building	-	-
16:35 – 16:45	Briefing	-	Guided by Fay Wennekes
16:00 – 17:00	Preparing decorations	Decorations	Guided by Fay Wennekes
(START EVENT) 17:00 – 21:00	Serving food and drinks to the teachers	Food and drinks	Guided by Ema
(END EVENT) 21:00 – 22:00	Helping with cleaning the overall area	Cleaning	Guided by Fay Wennekes

Call Sheet

Name volunteer:	Name contact person: Fay Wennekes	E-mail address volunteer:	Date: 09-01-2020
Emin Kalkan		172587 buas.nl	
Phone number volunteer: 06-40847614	Phone number contact person: 06-18911980	E-mail address contact person:	Location: Frontier building, Monseigneur Hopmansstraat 2, 4817 JS Breda
		183183@ buas.nl	

Time	Task	Position	Notes
14:15	Arrive at frontier building	Entrance	-
14:20 – 14:30	Briefing (run through the day)	-	Guided by Fay Wennekes
14:30 – 17:00	Prepare food	Food	Guided by Marijn the exact tasks will be given there
(start event) 17:00 – 18:30	Stand behind the food bar. Make sure everything looks nice and clean.	Food	Guided by Marijn

Call Sheet

Name volunteer: **Emma van den Ban** **Name contact person:** Fay Wennekes **E-mail address volunteer:** **Date:** 09-01-2020

Phone number volunteer: **06-37167699** **Phone number contact person:** 06-18911980 **E-mail address contact person:** 183183@outlook.com **Location:** Frontier building, Monseigneur Hopmansstraat 2, 4817 JS Breda

Time	Task	Position	Notes
12:15	Arrive at Frontier Building	Entrance	-
12:20 - 12:30	Briefing (run through the day)	-	Guided by Fay Wennekes
12:30 – 17:00	Fill the gift bags	Gifts	Guided by Isa Zaman

Call Sheet

Name volunteer: **Giovanni Peterse** **Name contact person:** Fay Wennekes **E-mail address volunteer:** 183001@buas.nl **Date:** 09-01-2020

Phone number volunteer: **06-** **Phone number contact person:** 06-18911980 **E-mail address contact person:** 183183@buas.nl **Location:** Frontier building, Monseigneur Hopmansstraat 2, 4817 JS Breda

Time	Task	Position	Notes
16:30	Arrive at the frontier building	-	-
16:35 – 16:45	Briefing	-	Guided by Fay Wennekes

17:00 – 21:00	Taking pictures	Photo booth	Guided by Isa Zaman Exact tasks will be given there
21:00 – 22:00	Cleaning up Photo booth	Photo booth	Guided by Isa Zaman

Call Sheet

Name volunteer: **Isabella Keukelaar**
 Phone number volunteer: **06-34061328**
 Name contact person: Fay Wennekes
 Phone number contact person: 06-18911980
 E-mail address volunteer: 182855@buas.nl
 E-mail address contact person: 183183@ buas.nl
 Date: 09-01-2020
 Location: Frontier building, Monseigneur Hopmansstraat 2, 4817 JS Breda

Time	Task	Position	Notes
14:15	Arrive at frontier building	Entrance	-
14:20 – 14:30	Briefing (run through the day)	-	Guided by Fay Wennekes
14:30 – 17:00	Prepare gift bags	Gift bags	Guided by Isa Zaman
17:00 – 18:30	Stand behind food bar	Food	Guided by Marijn The exact tasks will be given there

Call Sheet

Name: Location: E-mail address contact person: Date: 09-01-2020

Isa Zaman
Frontier building,
Monseigneur
Hopmansstraat 2, 4817 JS
Breda

183183@buas.nl

Time	Task	Position	Notes
12:15	Arrive at the Frontier building	entrance	-
12:00	Pick up screen	Pick up	-
12:30	Pick up decorations at service desk	Decorations	-
13:00 – 17:00	Prepare gift bags	Gifts	-
EVENT	EVENT	EVENT	EVENT
21:00 – 22:00	Guide cleaning process	Cleaning	-

Call Sheet

Name: Location: E-mail address contact person: Date: 09-01-2020

Gergana
Frontier building,
Monseigneur
Hopmansstraat 2, 4817 JS
Breda

183183@buas.nl

Time	Task	Position	Notes
12:15	Arrive at the Frontier building	entrance	-
12:00	Pick up screen	Pick up	-
12:20	Pick up tables from the conceirge(Pauline Housz)	Decorations	-
12:30 – 14:00	Set up photo stand with volunteer Sammie	Photo	-
16:50	Brief bruce about the speech	Briefing	-

EVENT	EVENT	EVENT	EVENT
21:00 – 22:00	Guide cleaning process	Cleaning	-

Call Sheet

Name: **Location:** **E-mail address contact person:** **Date:** 09-01-2020
Ema Frontier building,
Monseigneur
Hopmansstraat 2, 4817 JS
Breda

Time	Task	Position	Notes
12:15	Arrive at the Frontier building	entrance	-
12:00	Pick up screen	Pick up	-
12:10	Pick up music box from service desk	Pick up	-
12:20	Pick up tables from the conceirge(Pauline Housz)	Pick up	-
12:30	Pick up decorations from the service desk	Pick up	-
13:00	Put the stickers on the bottles	Gifts	-
EVENT	EVENT	EVENT	EVENT
21:00 – 22:00	Guide cleaning process	Cleaning	-

Call Sheet

Name: **Location:** **E-mail address contact person:** **Date:** 09-01-2020

Marijn
Frontier building,
Monseigneur
Hopmansstraat 2, 4817 JS
Breda

183183@buas.nl

Time	Task	Position	Notes
12:15	Arrive at the Frontier building	entrance	-
12:10	Screen, sound, projector check, light check	Technical	-
13:00	Set pallets around the bar	Decoration	-
16:45	Start the music	Music	-
17:00 – 21:00	Guide presentation and music during the event	Technical	-
21:00 – 22:00	Guide cleaning process	Cleaning	-

Call Sheet

Name: **Location:** **E-mail address contact person:** **Date:** 09-01-2020

Fay
Frontier building,
Monseigneur
Hopmansstraat 2, 4817 JS
Breda

183183@buas.nl

Time	Task	Position	Notes
12:15	Arrive at the Frontier building	entrance	-
12:15	Brief volunteers	Volunteers	-
12:20 – 14:00	Guide volunteers	Volunteers	-
14:15	Brief volunteers	Volunteers	-
14:30 – 16:30	Guide volunteers	Volunteers	-
16:30	Brief volunteers	Volunteers	-
16:45 – 21:00	Guide volunteers	Volunteers	-

21:00 – 22:00

Guide cleaning process

Cleaning

-

Call Sheet

Name volunteer:

Sam Vranken

Phone number
volunteer: **06-83995257**

Name contact person: Fay
Wennekes

**Phone number contact
person:** 06-18911980

E-mail address volunteer:

-

E-mail address contact person:

183183@outlook.com

Date: 09-01-2020

Location: Frontier building,
Monseigneur Hopmansstraat 2,
4817 JS Breda

Time	Task	Position	Notes
15:00	Arrive at frontier building	-	-
15:00 – 16:00	Run through script	Host	Guided by Ema
17:00 – 21:00	Follow the script that we sent you. People will tell you what to do when	Host	Guided by Ema

Call Sheet

Name volunteer:

Tess Beusink

Phone number
volunteer: **06-25547830**

Name contact person: Fay
Wennekes

**Phone number contact
person:** 06-18911980

E-mail address volunteer:

182859@buas.nl

E-mail address contact person:

183183@buas.nl

Date: 09-01-2020

Location: Frontier building,
Monseigneur Hopmansstraat 2,
4817 JS Breda

Time	Task	Position	Notes
14:15	Arrive at frontier building	entrance	-

14:20 – 14:30	Briefing (run through the day)	-	Guided by Fay Wennekes
13:50 – 16:00	Prepare gift bags	Gift bags	Guided by Isa Zaman The exact tasks will be given to you there
16:00 – 17:00	Prepare food bar	Food	Guided by Fay Wennekes
17:00-17:20 (START EVENT)	Welcome guests at entrance event	Entrance	Guided by Ema
17:20 – 18:30	Walk around with snacks	Food	Guided by Fay Wennekes

Call Sheet

Name volunteer: **Sammie Klinker** Name contact person: Fay Wennekes E-mail address volunteer: 180413@buas.nl Date: 09-01-2020

Phone number volunteer: **06-40421332** Phone number contact person: 06-18911980 Location: Frontier building, Monseigneur Hopmansstraat 2, 4817 JS Breda
E-mail address contact person: 183183@buas.nl

Time	Task	Position	Notes
12:15	Arrive at the Frontier building	entrance	-
12:20 – 12:30	Briefing (run through the day)	-	Guided by Fay Wennekes
12:30 – 14:00	Set up Photo stand	Photo stand	Guided by Gergana - Lights - White background - Camera - Tripod - Test photo's
14:00 – 16:30	Fill gift bags	Gift bags	Guided by Isa Zaman Specific task will be given on the day itself

Call Sheet

Name volunteer:

Manuella Hulster

Phone number
volunteer:

Name contact person: Fay
Wennekes

**Phone number contact
person:** 06-18911980

E-mail address volunteer:

170230@buas.nl

E-mail address contact person:

183183@buas.nl

Date: 09-01-2020

Location: Frontier building,
Monseigneur Hopmansstraat 2,
4817 JS Breda

Time	Task	Position	Notes
16:30	Arrive at frontier building	-	-
16:35 – 16:45	Briefing	-	Guided by Fay Wennekes
16:45 – 17:00	Help with the gift bags	Gift bags	Guided by Isa Zaman
17:00 – 20:00	Help behind the food bar	Food	Guided by Marijn
20:00 – 21:00	Hand out the gifts to the teachers	Gifts	Guided by Isa Zaman
21:00 – 22:00	Help with cleaning up the main area	Cleaning	Guided by Fay Wennekes

Call Sheet

Name volunteer:

Marieke Jacobs

Phone number
volunteer: **06-29578899**

Name contact person: Fay
Wennekes

**Phone number contact
person:** 06-18911980

E-mail address volunteer:

180322@buas.nl

E-mail address contact person:

183183@buas.nl

Date: 09-01-2020

Location: Frontier building,
Monseigneur Hopmansstraat 2,
4817 JS Breda

Time	Task	Position	Notes
14:15	Arrive at frontier building	Entrance	-
14:20 – 14:30	Briefing (run through the day)	-	Guided by Fay Wennekes
14:30 - 15:00	Prepare gift bags	Gifts	Guided by Isa Zaman
15:00 – 17:00	Help with preparing drinks	Drinks	Guided by Ema
17:00 – 18:30	Serve drinks	Drinks	Guided by Ema

Call Sheet

Name volunteer:

Rosanne Kooijman

Phone number
volunteer: **06-21915502**

Name contact person: Fay Wennekes

Phone number contact person: 06-18911980

E-mail address volunteer:

181080@buas.nl

E-mail address contact person:

183183@outlook.com

Date: 09-01-2020

Location: Frontier building,
Monseigneur Hopmansstraat 2,
4817 JS Breda

Time	Task	Position	Notes
16:30	Arrive at Frontier Building	-	-
16:34 – 16:45	Briefing	-	Guided by Fay Wennekes
16:45– 17:00	Help with preparing food	Food	Guided by Ema. The exact tasks will be given to you there.
17:00 – 21:00	Working behind the food bar	Food	Guided by ema. The exact tasks will be given to you there.
21:00 – 22:00	Cleaning the food bar	Cleaning	Guided by Fay Wennekes. The exact tasks will be given to you there.

Call Sheet

Name volunteer:

Michaela Baroch

Phone number
volunteer: **06-
0640142091**

Name contact person: Fay
Wennekes

**Phone number contact
person:** 06-18911980

E-mail address volunteer:

183716@buas.nl

E-mail address contact person:

183183@buas.nl

Date: 09-01-2020

Location: Frontier building,
Monseigneur Hopmansstraat 2,
4817 JS Breda

Time	Task	Position	Notes
12:15	Arrive at the Frontier building	Entrance	-
12:20 – 12:30	Briefing (run through the day)	-	Guided by Fay Wennekes
12:30 – 16:30	Prepare gift bags	Gift bags	Guided by Isa Zaman The exact tasks will be given during the day itself

Appendix 5-Event Schedule

DRAFT SCRIPT		
Task	Time	Staff
Check in	12:00 PM	Gergana, Fay, Ema, Marijn, Isa
Pick up one screen at Fe-0,020	12:00 PM	Gergana and Ema
Pick up one screen at Fe-0,022	12:00 PM	Fay and Isa
Pick up the music box from service desk	12:10 PM	Ema
Volunteers arrive	12:15 PM	Fay
Brief volunteers	12:15-12:30 AM	Fay
Set tables(standing tables which we can rent from the school)	12:15-12:45	2 Volunteers
Pick up tables from the conceirgePauline Housz)	12:20 PM	Ema and Gergana
Pick up decorations from the service desk	12:30 PM	Ema/Gergana/isa/Fay
Screen, sound, projector check,ligth check	12:30-13:30 AM	Marijn
Prepare the bags with the presents	12:30-13:30 AM	Isa/volunteers
Set decorations	12:30 -15:00 AM	3 volunteers/Fay
Set pallets around the bar	13:00-14:00	Marijn/2 volunteers
Build stage from pallets	13:00-13:30	volunteers
Put stickers on bottles	13:15:00-14:15	Gergana/Ema
Prepare drinks and food(cheese fondu,hot chocolate,barbeque)	15:00-17:00	volunteers
Dinner/Lunch for us	16:15 PM	everybody
Spotify music plays	16:45	Marijn
Bruce arrives:brief of the speech	16:50	Gergana
Everyone is at designed posts	16:55	Everyone
START OF THE EVENT		
Welcome guests (meet, greet, infrom)	17:00	Hosteses(2 volunteers)
Apreski music plays	17:15	Marijn
Introducing speech deliverer (Bruce)	17:16	Host/Sam
Bruce gives the speech	17:16-17:19	Bruce
Names of the teachers on the screen	17:20	Marijn
The text for the staff on the screen	17:22	Marijn
Volunteers in the food couter	17:00-20:00	2
Volunteers serving food and walking around	17:00-20:00	2
Volunteers behind the bar	17:00-21:00	3
Main game of the event(the one with the songs)	17:30-18:30	Host/Sam
Time for the guests to try the oxygen bar and the other activites(photo corner)	18:30:00-19:30	
The second game is played	19:30:00-20:00	Host/Sam
Handing out the presents	From 20:00 on	Hosteses
Lower music	20:30	Marijn
Music off	20:45	Marijn
Guests out	21:00	
CLEAN AND SET UP		
Team + volunteers debrief/Volunteers for IMEM come	21:15-22:00	Gergana
Clean tables and floor	21:15-22:00	Volunteers
Counting the drinks	21:15-22:00	Sam/volunteer
Remove decorations	21:15-22:00	Volunteers
Break down the technological material	21:15-22:00	Marijn
Remove all the food and drinks	21:15-22:00	Volunteers
Move tables the way they were + clean them and the floor	21:15-22:00	Volunteers
Break down photo corner	21:15-22:00	Gergana/Ema
Check out	10:00 PM	Isa, Fay, Marijn, Ema, Gergana

Appendix 6 - Script for Host

Script for Sam Vranken

OPENING OF THE EVENT - 17:15

"Welcome everyone to the New Years Drink 2020. My name is Sam Vranken, and also from my part I want to wish you all the best for the new year. I would like to give the word to Bruce Hancock, who would like to welcome you as well"

- WALK OFF STAGE

SPEECH BRUCE HANCOCK

- WALK ON STAGE

"Now let's see the staff of AGM."

On the screen all of the names of the staff will appear. After that:

"This is the staff of AGM! Inhale the future, dive into 2020 celebrating the start not only of the new era, but also the beginning of the journey in the new campus!"

"This evening we would like to celebrate the new campus with the theme, Inhale The Future. In this area you can found the food corner, game area with WII games and the oxygen bar. Get your drinks at the bar before we are going to play a big music game and enjoy your evening!"

INTRODUCING THE GAME – 17:30

"We're gonna play a game

"Get together in teams of 5 people. You have 3 minutes to sing as many songs as possible. You have to take a paper from the hat and start singing the lyrics of the song. The jury will decide if you have singed enough from the song to continue"

"For the jury we will need 3 people. Who wants to be the jury?"

HOSTING THE GAME until – 18:00/18:15

- WALK OFF STAGE

- WALK ON STAGE

CLOSING THE EVENT – 20:30

"I hope you have all enjoyed this evening. Be sure that you have received your gift before going home. I want to wish you the best and thank you all for coming!"

Appendix 7 - Sponsors list

1. Cup of Cake

Veemarktstraat 69
4811 ZD Breda

Mini Cupcakes for €1,-



2. Optisport Kunstijsbaan Breda

Terheijdenseweg 506
4826 AB Breda

130 tickets 1+1 free



3. The OxygenBar

040 293 1632

€300 discount

RE: The Oxygenbar ingevuld contactformulier "Oxygenbar huren"



OFFERTE VL91223-02 Breda ...
189 kB



The Oxygenbar Brochure.pdf
729 kB

2 bijlagen (919 kB) Alles downloaden Alles opslaan in OneDrive

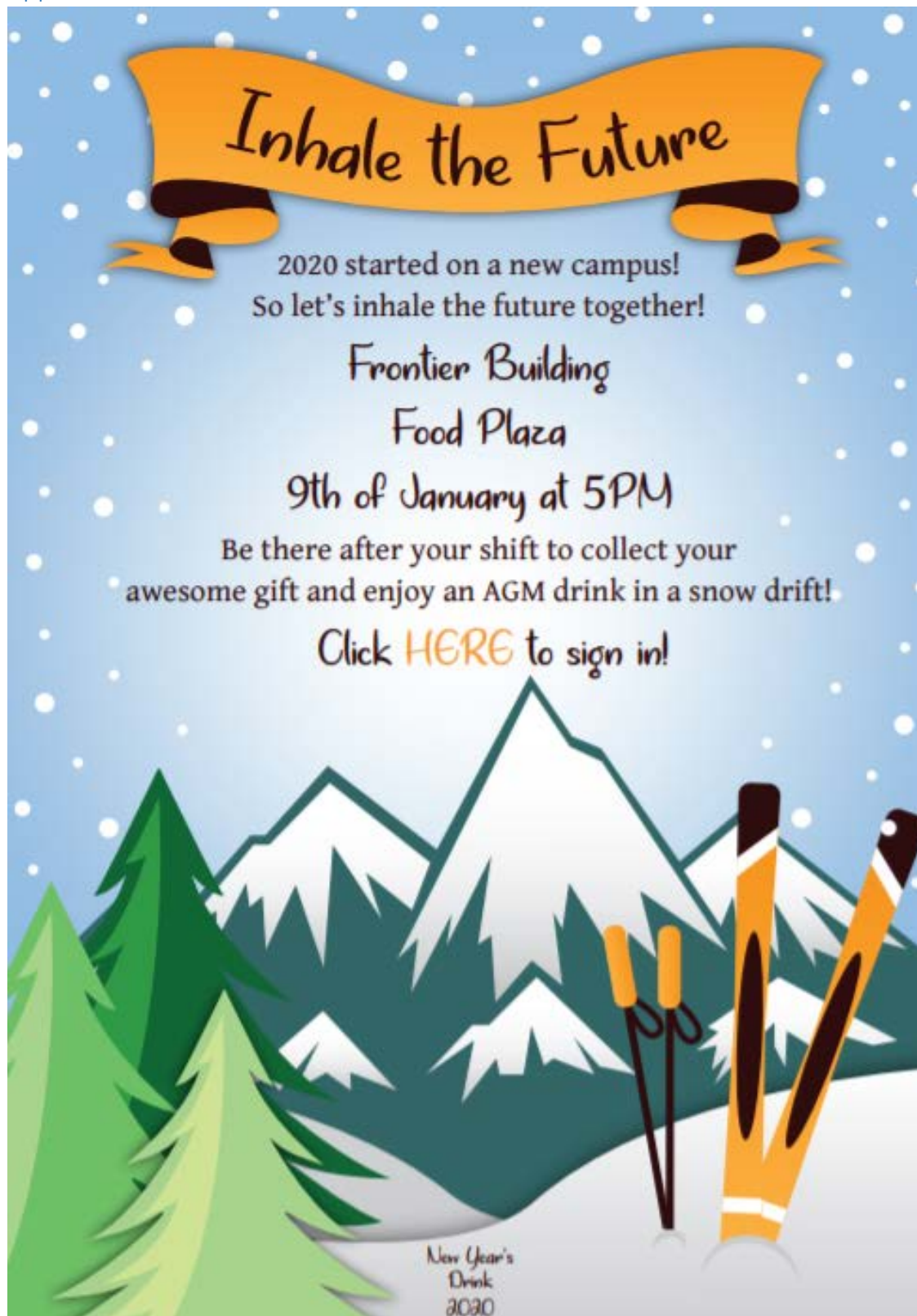
Dag Isa,

Nogmaals oprechte excuses voor de opgelopen vertraging.
In bijlage vind je alsnog onze brochure en offerte voor het event van 9 januari 2020.
Voor deze keer is er geen reis- en transportkosten berekend in de offerte ter compensatie.

We hopen dat jullie zich ook kunnen vinden in ons concept en zien met veel belangstelling uit naar je reactie.
Mochten er nog vragen zijn of wil je meer info dan verneem ik dat graag.

Met vriendelijke groet,
Jan van Vlokhoven

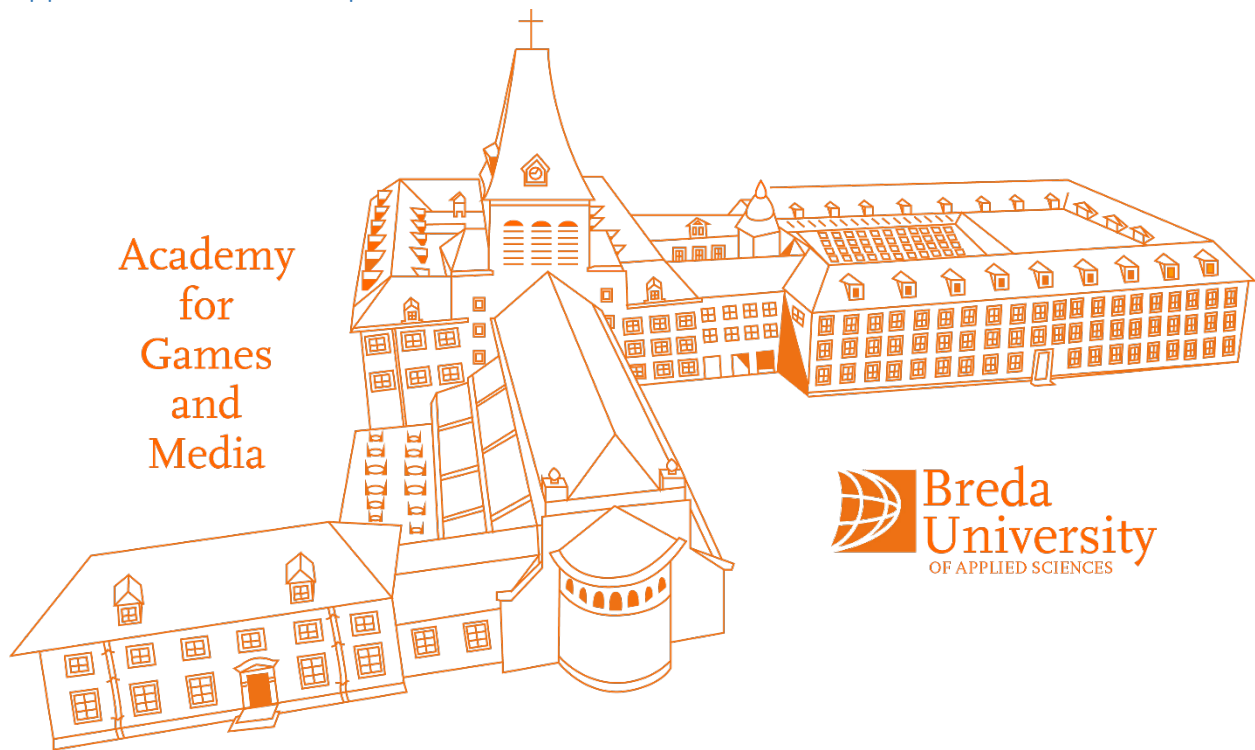
The Oxygenbar
PO box 1072
5602 BB Eindhoven
The Netherlands
Tel. 0031 40 293.16.32
Mail: info@oxygenbar.net
Web: www.oxygenbar.net



Appendix 9 – Liquor bottle label



Appendix 10 – Coffee cups



Appendix 11 – Signs





New Year's
Drink
2020



New Year's
Drink
2020







Appendix 12 – Presentation background



Appendix 13 – Meeting agendas

WEEK 1

Date: 03.12.2019

Time: 9:30

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: New Year's Drink

AGENDA ITEMS:

- ❖ Reflection on Foundation Ceremony
- ❖ Theme for New Year's Drinks
- ❖ Group division
- ❖ Contract
- ❖ Breakdown structure
- ❖ Design cup

WEEK 2

Date: 10.12.2019

Time: 9:30

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: New Year's Drink

AGENDA ITEMS:

- ❖ Design cup
- ❖ Presentation of the theme
- ❖ Sponsors
- ❖ Volunteers
- ❖ Budget

WEEK 3

Date: 17.12.2019

Time: 9:30

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: New Year's Drink

AGENDA ITEMS:

- ❖ Design labels
- ❖ Sponsors
- ❖ Call sheets
- ❖ Script
- ❖ Budget
- ❖ Catering

WEEK 4

Date: 07.01.2020

Time: 9:30

Location: Monseigneur Hopmansstraat 2, Frontier Building, Production House Area

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

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: New Year's Drink

AGENDA ITEMS:

- ❖ Signs design
- ❖ PowerPoint presentation
- ❖ Final script
- ❖ Call sheets
- ❖ Final orders

Appendix 14 – Meeting minutes

WEEK 1

Date: 03.12.2019

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. Reflection on Foundation Ceremony
- II. Theme for New Year's Drinks
- III. Group division
- IV. Contract
- V. Breakdown structure
- VI. Design cup

ACTION ITEMS:

- I. The team talked to Sam van der Laan about the overall experience of the Foundation Ceremony. Everyone was very satisfied. By the 22.12 the end project report must be done.
- II. Since Sam already planned the gifts for the teachers (coffee liquor and a coffee cup), she suggested the team can start thinking about a theme from there. Gergana's first thought was a retro and Marijn's - "Diet start tomorrow" theme but after a discussion the group concluded that neither of them is suitable for the target group. That is when Ema gave a future related idea but could not think of a message. Fay found out the title "Inhale the future" because of the ski suggestion Sam had.
- III. Group division is as follows:
 - a. Finance, Decorations - Marijn
 - b. Communication, PR, Sponsors - Isa
 - c. Design, Documentation - Gergana
 - d. Volunteers, callsheets, Floorplan - Fay
 - e. Technical person, music - Marijn
 - f. Script, Logistics, Presentation – Ema
- IV. Ema will do the contract.
- V. Fay will do the planning schedule using the brief.
- VI. Gergana will start on the design of the cups that will be given as presents to the teachers. Sam already asked one of her friends to make a sketch of the new campus that will be displayed on the cups.

WEEK 2

Date: 10.12.2019

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. Design cup
- II. Presentation of the theme
- III. Sponsors
- IV. Volunteers
- V. Budget
- VI. Draft script

ACTION ITEMS:

1. Gergana will continue working on the cup design since Sam wants to send the design for printing before the Christams break.
2. Fay, Marijn and Isa will present the picked theme "Apres ski" to Bruce and make the presentation for that.
3. Isa will start looking for sponsors.
4. We already know the number of volunteers which is 15. Fay will contact them to inform them about the event.
5. Marijn has to finish the estimated budget so it is presented and eventually approved by Bruce during the theme presentation.
6. Ema will start creating the draft script for the event.

WEEK 3

Date: 17.12.2019

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. Design labels
- II. Sponsors
- III. Call sheets
- IV. Script and games
- V. Catering and decorations

ACTION ITEMS:

- I. Since another part of the teacher's gifts is a bottle of coffee liquor and Sam van der Laan ordered them without labels, Gergana will design a unique one.
- II. Isa has approval for OptiSport and Cup of Cake. She will order the Oxygen Bar.
- III. Fay will start writing the call sheets.
- IV. Ema continue adjusting the draft script for the event. She also has to think of games that will be played by the teachers during it.
- V. Marijn has already ordered some decorations. He will check if there are any differences in the prices for the food and order it as well.

WEEK 4

Date: 07.01.2020

Time: 10:30

Location: Frontier Building, Production House Area

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. Signs design and label printing
- II. PowerPoint presentation
- III. Final script
- IV. Call sheets
- V. Final orders

ACTION ITEMS:

- VI. Gergana will design a few designs that will be placed on the event itself. She asked Marijn for help for printing the labels for the bottles from Print Shop De Haan.
- VII. Ema will make the presentation that will be displayed during the event with all the teachers' names. She will also write and print the songs titles that will be used for the game she thought of (teachers will sing a song that they pulled out of the box and another one will try to guess the title).
- VIII. Ema will also finish the final script.
- IX. Fay will print and send the call sheets to the volunteers.

- X. Marijn will make sure that he ordered everything that needs to be ordered from Jumbo.

Appendix 15 – Progress reports

Week 1

Date: 03.12.2019

Time: 15:00

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: New Year's Drink 2020

Past status	Present status	Future status
The group was not yet 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.	Gergana 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.	Ema 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 new year's drinks theme.	The group came up with 3 separate concepts.	The theme has to pitch the concepts in Week 2 to Bruce Hancock.
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
It was a little bit hard finding a theme for the event	After the help of Sam and her suggestion the theme to be smth related with "Back to the Future" we decided on our final theme.

Week 2

Date: 10.12.2019

Time: 15:00

Location: Sibeliusslaan 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: New Year's Drink 2020

Past status	Present status	Future status
The roles were divided.	Gergana will continue working on the cup design since Sam wants to send the design for printing before the Christmas break.	Gergana have to design the labels for the teacher's gift
Gergana created a folder in teams.	Fay, Marijn and Isa will present the picked theme "Après ski" to Bruce and make the presentation for that.	Isa has to order the Oxygen bar.
Ema wrote and uploaded the contract in the Team workspace.	Isa will start looking for sponsors.	Fay will start writing the call sheets.
The group came up with 3 separate concepts.	We already know the number of volunteers which is 15. Fay will contact them to inform them about the event.	Ema has to finish the draft script and come up with games for teachers.
The team agreed on working with Trello for creating the schedule. Isa started filling in the tasks with the help of Fay.	Marijn has to finish the estimated budget so it is presented and eventually approved by Bruce during the theme presentation.	Marijn have to continue ordering decorations.

Problems	Solutions
No problems	-

Week 3

Date: 17.12.2019

Time: 15:00

Location: Sibeliusslaan 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: New Year's Drink 2020

Past status	Present status	Future status
Gergana worked on the cup design.	Gergana has to design the labels for the teacher's gift	Gergana will design some sign for the venue and finish the labels for the gifts.
Fay, Marijn and Isa presented the picked theme "Après ski" to Bruce and made a presentation for that.	Isa ordered the Oxygen bar.	Ema will make the presentation for the day of the event, write down the teacher's names and create the songs cards.
Isa found some sponsors.	Fay started writing the call sheets.	Ema will also finish the final script.
Fay contacted the volunteers to inform them about the event.	Ema has to finish the draft script and come up with games for teachers.	Fay will finish the call sheets and send them to the volunteers.
Marijn finished the estimated budget and it was presented to Bruce.	Marijn has to continue ordering decorations.	Fay will also write the script for the host.

Problems	Solutions
-	-

Week 4

Date: 07.01.2020

Time: 15:00

Location: St. Ignasiusstraat, Production house, Open space area

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

IDs: 183183, 181124, 181376, 180938, 183603

Department: Design experiences

Group: New Year's Drink 2020

Past status	Present status	Future status
Isa ordered the oxygen bar as well as the cupcakes and made the sponsors list.	Ema finished writing the final script for the event and made the presentation, as well as the song cards.	The decorations have to be picked up on the day of the event.
Fay did 80% of the call sheets.	Fay wrote all call sheets, printed them and send it to the volunteers.	Marjin have to go and take the cupcakes on the day of the event.
Ema came up with games for the teachers.	Gergana finished designing the labels and created all signs.	Every documentation have to be printed.
Majin ordered all of the decorations.	Fay finished the script for the host.	The gift bags have to be filled in and decorated.
Ema is 75% done with the final script.	Fay informed the volunteers about the dress code.	The labels have to be put on the liquor bottles.

Problems	Solutions
-	-

Appendix 16 – Food budget

		Normal		Ordered for		Vegan		Ordered for		Needs
		€	€	-	€	Snack		€		€
Drinks	348	1.30	452.40	-		Tomaatjes	2 € 5.98	€ 11.96	11.96	Vorkjes 6.64
		€	€	€				€		€
Chocolate Milk	30	0.81	24.30	24.30		Komkommer	4 € 0.90	€ 3.60	3.40	Bordjes 7.14
		€	€	€		Alrpo Soya		€		
Dipchips	15	0.56	€ 8.40	8.40		Drink	2 € 1.93	€ 3.86	3.86	
		€	€	€				€		
Guacamole	5	1.29	€ 6.45	6.45		Reserve	1 € 10.00	€ 10.00	6.56	
		€	€	€						€
Dips	5	1.00	€ 7.00	4.90						13.78
		€	€	€				€		
Dips	5	1.00	€ 7.00	5.76				€ 29.42	25.78	
		€	€	€						
Kaasfondue	5	7.64	38.20	38.20						
		€								
Bread	10	0.46	€ 5.00	-						
		€	€	€						
Cupcakes	100	1.00	100.00	-		Total				
		€	€	€		€				
Soup	7	1.39	€ 8.68	8.68		714.22				
		€	€	€						
Mayo	1	1.59	€ 1.59	-		Total Before ordering				
		€	€	€		€				
Nuts	6	2.00	12.00	-		143.04				
			€	€						
			671.02	96.69		Total after ordering				
						€				
						135.36				

Appendix 17 – Gift bags budget

Giftbags			
Type	Amount	Price	Total
Liquir & Mugs	125	€ 14.80	€ 1,850.00
Giftbags	13	€ 12.50	€ 185.00
Lint	5		€ 17.95
Total			€ 2,052.95

Appendix 18 – Decorations budget

Decorations Budget:

Decorations				Ordered for
				€
Snowmachine	1	€ 51.00	€ 51.00	49.00
Snowmachine Soap	1	€ 20.00	€ 20.00	16.60
Christmas Decorations	1	€ 100.00	€ 100.00	100.00
Skies	3	€ 10.00	€ 30.00	20.00
Tiroler Apron	5	€ 8.00	€ 40.00	45.00
Beergarten Sign	2	€ 2.29	€ 4.58	-
Après Ski Vlaggetjes	3	€ 2.50	€ 7.50	13.09
Cheesefondue	1	€ 19.99	€ 19.99	27.90
Statafel Hoezen	5	€ 10.00	€ 50.00	50.00
Schapenvacht	3	€ 2.00	€ 20.00	19.95
Reserve	1	€ 50.00	€ 50.00	BESTEED
Total			€ 393.07	341.54

Oxygen

Extra			
Oxygen bar	1	€ 1,100.00	€ 895.00
Total			€ 1,100.00

Appendix 19 – Decoration list

Image	Price	Description
	33,90	Monzana Decoratieve Kerstguirlande - 5 meter - 100 LEDs - In-/outdoor. This decoration is for the pallets at the bar.
	15	Skies 2 pair, so 4 in total.
Action Après Ski Sign	-	Après ski signs 2x
	70	Snow machine and snow stuff.

	5	Après Ski flags 2x
	5	Biergarten Sign
	-	Pallets 12x
	20	Schapen vacht 5x
	50	Table Cloth 5x
	N/a	Lights, in the storage room 3x
	N/a	Après Ski Apron 5x
	?	Winterdecoration for Food Table

