

# IIEC Creative & Music Committee

*Fall 2014 Handbook*



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## 1. Mission Statement

The IEEC Creative & Music Committee aims to provide a medium in which IEEC members can socialize whilst enjoying music and creative arts. The committee is particularly determined to organize events that are of free or at a reasonable price.

## 2. Vision and Goals

Vision and goals must be determined in order to have a sense of direction in terms of events planning and execution. Additionally, establishing a vision and goals creates an opportunity to challenge the committee members, which can be paralleled and applied in the “real world”, where a tangible achievement must be delivered to potential customers. Specific to the organizational context, the IEEC (and possibly non-IEEC) members are the customers who are offered these potentially enjoyable special music and creative-related events.

During the Fall 2014 semester, three goals were established:

Goal	Description	Accomplishment
1. Photography Trip	A group of people are taken to a venue where they can have photography lessons or a photography competition	This was <b>successfully</b> achieved through the “#SelfieWithWaldo” competition that was done in conjunction with the “Outer Noriega Festival” event.
2. Trivia Night	Groups of people compete with each other for a prize in a sociable atmosphere	This event was <b>unsuccessful</b> due to the fact that no one was able to focus on this, as each member was already appointed a role.
3. Jam Sessions	Musicians and listeners alike can bond and socialize through music.	This was <b>successfully</b> achieved through the “Speak Easy: Beach Night” event where a lot of attendees brought their own instruments and sang around the bonfire.

## 3. Committee Structure

### 3.1. Chairs

The committee is highly recommended to appoint two chairs, preferably one domestic and international student, so as to diversify idea generation and opinions. Prior to the commencement of events planning, both chairs must ensure that there are rules and regulations in place, so as to have clear structure and processes to aid the sub-organization. Once the attending members are familiarized with the organizational standards, the main responsibility of the chair lies in ensuring smooth and effective committee execution. In order to achieve this, the chairs must make sure that:

- the workload is evenly spread across members;
- issues are resolved as soon as possible through effective communication;
- important discussion points from the IEEC Chairs Committee meetings are recorded;
- these points are communicated to the committee members where appropriate and necessary.

### 3.2. Minute Takers

A minute taker must be assigned at the beginning of the committee meetings. A minute taker must be able to:

- attend the weekly meetings;
- listen attentively during the meeting discussions;
- filter and write down important points during the meetings;
- upload the meeting minutes online.

In order to ensure that meetings run smoothly, a secondary minute taker must be appointed, just in case the primary appointee is absent.

### 3.3. Focus Groups

With the purpose of ensuring that the workload within the committee is evenly distributed, focus groups within the organization must be formed. Each of these groups must appoint a team leader who will be the primary contact for anything related to their focus. In addition to ensuring that their group members are productive, the appointees are also expected to communicate their plans and report potential risks or issues to the chairs.

Some of the groups that were formed during the Fall 2014 include:

- **Committee Dinner Group:** ensures that the committee dinners - a medium in which members can bond and socialize - are organized and executed smoothly.
- **Comedic/Dance Events Group:** handles the dance-related events such as ballet and stand-up comedy events.
- **Karaoke Group:** handles the organization of Karaoke-related events, which are opportunities for socialization and bonding.
- **Performance/Band Group:** are individuals who are keen to perform in events such as the Study Abroad Fair.

- **Miscellaneous Events:** handles special events that do not necessarily fit the other categories, such as the “Botanical Garden” event.
- **Vision-related Groups:** ensures that the established vision and goals are realized.

Some other groups that are recommended include:

- **Arts Events:** handles researching and organizing events that relate to creative arts, such as art museums and festivals with the purpose of acquiring group discounts.
- **Concert Events:** are in-charge of researching and organizing musical performances, concerts and festivals that IIEC members may be interested in with the aim of purchasing group discounts.

## 4. Main Events

Depicted below are some of the successful events of Fall 2014:

### 4.1. Golden Gate Park Band: Jazz at the Park (September 28 2014)

This intimate hangout was the best opportunity to socialize and luxuriate under the sun, whilst listening to the lovely jazz music echoing across the park.



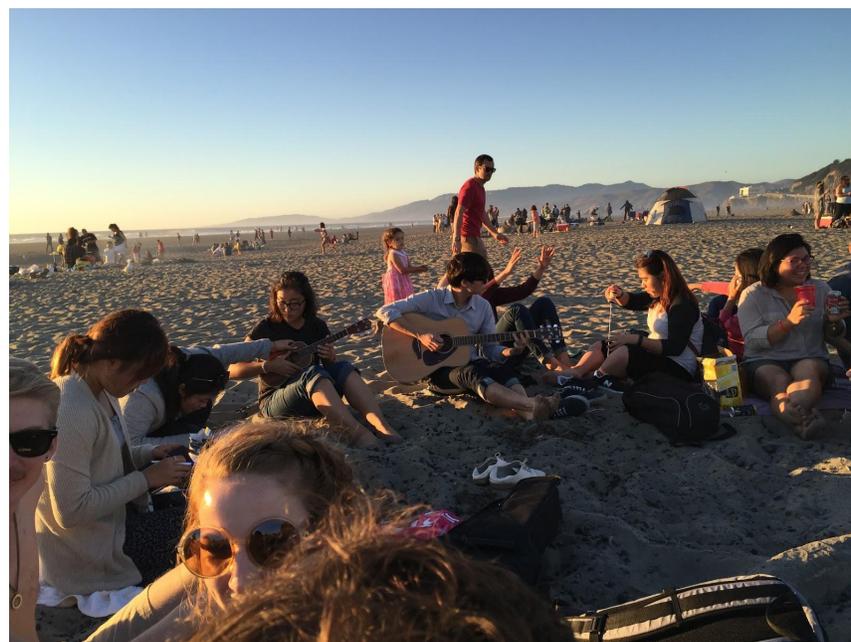
#### **4.2. Outer Noriega Street Fair (October 11 2014)**

This low-key street fair was lightened up by the “#SelfieWithWaldo” photo competition, where the competitors vie to take the best selfies with our very own Waldo.



#### **4.3. Speak Easy: Beach Night (October 18 2014)**

In collaboration with the IEEC Social Events Committee, the IEEC Creative & Music Committee organized a beach night event, which was an opportunity for the musicians and listeners alike to bond and socialize, whilst singing around the bonfire. Pizza, drinks and water were also sold by the IEEC Social Events Committee.



#### **4.4. Cirque du Soleil (December 4 2014)**

The approaching “Finals Week” did not stop eager IEEC members to watch their amazingly new addition to their amazing portfolio of shows, KURIOS.



### **5. Trips And Tricks**

#### **5.1. Meeting Time(s) And Location**

The first step to establish and run a successful committee is to determine a meeting time and location. It must be ensured that the meeting is held at a time and location where at least one of the chairs is available.

If the meeting time and location are temporary, changes must be communicated via the committee Facebook group.

#### **5.2. Availability of Information (via Facebook)**

The following information must be available in the IEEC Creative & Music Committee Facebook committee group at all times:

- meeting times;
- meeting location;
- chair contact information including the following:
  - names;
  - phone numbers;
  - email addresses;
- contact information of the representatives from other committees.

The latest agenda and meeting minutes must be pinned on top of the Facebook page for everyone to see.

### **5.3. Event Registration (Forms and Finance Requests)**

For any events to be realized, certain procedures must be followed. The following steps are for registering an event:

1. Fill out the **Event Registration** form. The link for the form is: <http://sfsuieec.com/eventreg/>.  
*NOTE: Please take note of any expenses that will be incurred in the accomplishment of the event.*
2. If an exchange of money is involved, fill out the **Finance Request** form. The link for the request form is: <http://www.sfsuieec.com/financereg/financeRequest.pdf>.
3. Send the **Finance Request** form to the IEEC Finance Committee, so that your Finance representative can handle your case. The email to send the request form is: [finance@sfsuieec.com](mailto:finance@sfsuieec.com).

### **5.4. Advertising Events**

In order to ensure that the word about your event is disseminated effectively, the committee member in-charge with the particular event must contact the IEEC PR Committee, or at least the representative for the Creative & Music committee. In fact, invite the committee's PR representative to meetings from time to time. On the other hand, the SFSU Facebook groups must be utilized to its full potential, especially because they are great avenues in attracting non-IEEC members.

### **5.5. Committee Dinners and Hangouts**

Occasional dinners and hangouts are recommended to be organized by members for members, so as to maintain a strong and healthy bond with each other. These regular meetups will help every member realize the fortunate diversity present within the group, especially that most members are from around the globe. These events must be treated as opportunities to network, learn from each other's differences and potentially make long-lasting friendships.

### **5.6. Reserving the Annex**

The Annex is a spacious location, situated at the back of SFSU. It is particularly open for student organizations to reserve and utilize. If the committee decides to use the facility, make sure to reserve it two or three months in advance. This space will particularly be helpful if the committee has the time, funding and resources to organize an end-of-semester concert or presentation.