

**Proposed Year Plan of KNIGHT,
The Elected Cabinet of Games Society HKUSTSU,
Session 2021-2022**

Aims

1. To bring board game players together via events and functions.
2. Enabling members to develop different skills such as calculating and negotiating skills by playing games.
3. To market board games to every HKUST student and invite them to follow our events.
4. To improve bonds between members and create an area for them to socialize.
5. To broaden members' social networks both inside and outside HKUST via playing games.
6. To widen members' connections via games.

List of Executive Committee members

Position	Name
Chairperson	HO, Tung Ho (Michael)
Vice-Chairperson	TSO, Ting Yan (Krystal)
External Vice-Chairperson	KO, Tsz Ki (Kiki)
Secretary	CHAN, Wun Yu (Lucas)
Financial Secretary	KONG, Chi Yeung (Jason)
Marketing Secretary	CHOI, Chung Ki (Winnie)
Promotion Secretary	LEUNG, Hoi Ting (Tinky)
Chess Secretary	WONG, Hin-Hao (Chris)
Games Secretary	CHEUNG, Chun Hung (Andy)
Information Technology Secretary	LAM, Hei Lok (Ivan)

Year Plan

Date	Function	Person in charge
March 2021 - May 2021	Regular Board Games Gathering (Online)	CHEUNG, Chun Hung (Andy)
March 2021	Splendor competition	CHEUNG, Chun Hung (Andy)
April 2021	League of Legends 1v1 Competition	KONG, Chi Yeung (Jason)
July-August 2021	Registration Day	KO, Tsz Ki (KiKi)
August 2021	Orientation Day	LAM, Hei Lok (Ivan)
Mid-September 2021	Orientation Week	LAM, Hei Lok (Ivan)
October 2021	The Werewolves of Miller's Hollow	TSO, Ting Yan (Krystal)
October 2021	Games Night	CHAN, Wun Yu (Lucas)
November 2021	Sub-committee Function	CHOI, Chung Ki (Winnie)
November/ December 2021	Chinese Chess Competition	WONG, Hin-Hao (Chris)
December	劇本殺 (LARP game)	CHOI, Chung Ki (Winnie)

2021		
December 2021	Christmas Party	WONG, Hin-Hao (Chris)
September 2021 - December 2021	Regular Board Games Gathering (In-person)	CHEUNG, Chun Hung (Andy)
September 2021 - November 2021	Regular Chinese Chess Team Practice	WONG, Hin-Hao (Chris)

Splendor Competition

Internal Person in Charge: CHEUNG, Chun Hung (Andy)

Proposed Venue: Online via Zoom

Proposed Date: March 2021

Proposed Time: 18:30 - 23:00

Proposed Fee: Member: \$30

Non-member: \$40

Expected Number of Participants: 4 - 12

Objectives:

1. To promote Games Society to HKUST students.
2. To promote Splendor to students as a way to promote board games in general.
3. To provide HKUST students opportunities to play Splendor with others online.

4. To provide HKUST students an experience of playing board games online via Zoom.

Preparations:

1. Finalize details of the competition.
2. Finalize the registration forms via Google Form.
3. Finalize posters for promotional purposes.
4. Promote the event in various ways, for example: emails, society website, Facebook, Instagram and WhatsApp.
5. Prepare prizes.
6. Contact participants via emails and WhatsApp 3 days prior to the event as a reminder.

Proposed Rundown

Time	Action
18:30 - 18:40	Briefing among Executive Committee members
18:40 - 19:00	Setting up Tabletop Simulator and Zoom
19:00 - 19:15	Registration
19:15 - 19:45	Explaining the rule of Splendor and how to play via Zoom to participants
19:45 - 22:45	Competition
22:45 - 23:00	Winner Announcement

Remarks:

1. Prizes will be provided by Broadway Toys Limited.
2. Games Society reserves the right to make the final decisions towards all the matches.
3. Winners of the competition will be contacted after the competition to arrange the method of receiving the prizes.

4. If the participants are not available to get the prize in HKUST, we will still welcome them to join but cannot get the prize.

League of Legends 1v1 Competition (Internal) (Live starting from semifinals)

Internal Person in Charge: Kong Chi Yeung (Jason)

Proposed Venue: Online

Proposed Date: April 2021 (Sun)

Proposed Time: 2100 -2300

Proposed Fee:

Member: \$10

Non member: \$20

Expected Number of Participants: 25-35

Objectives:

1. To promote Games Society to HKUST Students.
2. To promote League of Legends to promote esports to HKUST students.
3. To provide HKUST students opportunities to play League of Legends with others

Preparations:

1. Finalize the registration forms via Google form.
2. Finalize posters for promotional purposes.
3. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp.
4. Prepare prizes.
5. Contact participants via emails and WhatsApp 3 days prior to the event as a reminder

Proposed Rundown

Time	Action
21:00-21:05	Briefing participants of the rules
21:05-22:05	Competition
22:05-22:10	Results announcement

Remarks:

1. The maximum participants allowed is 40
2. Single-elimination tournaments would be adopted. If there are more than 30 participants, we may add a group stage.
3. Preliminary round (Before quarterfinals) will be conducted beforehand.
4. BO1 will be adopted in the preliminary round and BO3 will be adopted starting from quarterfinals. The winning condition will be 100cs/ first blood/ first tower.
5. The map used in the competition is Howling Abyss.
6. The prize(s) of the event shall be finalized at least 2 weeks in advance and shall then be announced.
7. The competition will be streaming on Twitch starting from semifinals.
8. If the participants are not available to get the prize in HKUST, we will still welcome them to join but cannot get the prize.
9. Games Society reserves the right to make the final decisions towards all the matches.

Registration Day

Person in Charge: KO, Tsz Ki (Kiki)

Proposed Venue: Online via Zoom

Proposed Date: July & August 2021 (For JUPAS and non-JUPAS freshmen)

Proposed Time: 11:00 - 18:00

Objectives:

1. To introduce Games Society to HKUST students, especially for freshmen.
2. To get freshmen contact in order to invite them in the following function
3. To promote Games Society as well as our function in the future.
4. To introduce the society culture and some knowledge to freshmen.

Preparations:

To be done at the time specified:

1. Assign a roster for each of the Executive Committee members.
2. Assign duties for each of the Executive Committee members.
3. Announce Zoom meeting details and promote Games Society via e-mails, society website, Facebook, Instagram and WhatsApp starting from early July.

Common timetable for all Registration Days

Time	Action
11:00 -11:10	Set up Zoom meeting.
11:10-11:25	Briefing for Executive Committee members.
11:25-11:30	Post an Instagram Story to remind people of our zoom meeting.
11:30-17:30	<p>Make sure there are at least three Executive Committee members in the meeting anytime.</p> <p>Self-introduction to every freshmen who enter the meeting.</p> <p>Share our own experiences of U-life with them in order to get closer.</p> <p>Invite them to follow our instagram to get the latest news.</p> <p>Get their contact in order to attract them to be member of the Games Society and promote our future functions.</p>
17:30-18:00	<p>Debriefing for Executive Committee members.</p> <p>Assign phone numbers of freshmen in order to follow up.</p> <p>Keep in touch with those freshmen who leave their contacts.</p>

Remarks:

1. At least 3 Executive Committee members should be at the Zoom meeting at all times for promotion.
2. Put the newcomers in the waiting room after they enter the Zoom meeting.
3. Invite every freshmen who join the meeting to leave their contact, they may be the potential members of Games Society or the potential participant in future events.
4. All the details of reg day will be announced through our society's Instagram.
5. The roster should be finalized prior to the initiation of the event.
6. Details of Orientation Day should be confirmed prior to the initiation of this event.

Orientation Day

Person in Charge: LAM, Hei Lok (Ivan)

Proposed Venue: Online via Zoom (Campus if feasible)

Proposed Date: August 2021

Proposed Duration & Time: 1 day (12:30 - 17:30 online/11:00 - 20:00 f2f)

Proposed Fee: Freshmen: Free (\$150 if f2f) Helpers: Free

Expected Number of Participants: Freshmen: ~25 (Max:45) Helpers: ~10

Executive Committee members: 8-10

Objective:

1. To introduce Games Society to freshmen.
2. To help freshmen experience university life and make friends.
3. To arouse participants' interest in board games and chess.
4. To promote upcoming activities of Games Society.
5. To gather participants' information for future promotion and member enrollment.

Preparations:

To be done at least 2 months in advance:

1. Find sponsorship.
2. Design Orientation Day T shirt.
3. Assign a duty roster for each of the Executive Committee members.
4. Design mass games.
5. Prepare game materials.
6. Formulate a material list.
7. Recruit helpers.
8. Design a brochure for the freshmen.
9. Collect fees for all participants.
10. Contact catering service for lunch and dinner.
11. Demonstrating the rundown of mass games makes necessary improvements.
12. Notify helpers of details of Orientation Day.
12. Order Orientation Day Hoodie.
13. Prepare brochures for the freshmen.
14. Negotiate with other societies about the allocation of the sports hall, common rooms, and residences in ICA meetings and confirm the venue prior to the start of the application period of facilities.

15. Book the required rooms and facilities within 3 days after the start of the application period of facilities.
16. Ask freshmen if they have food and medical allergies during registration.
17. Divide participants into groups after the registration day.
18. Add Executive Committee members and participants into WhatsApp groups after groups are assigned. Remind freshmen to pack necessities at least 2 days in advance.
19. Contact all participants by phone and WhatsApp at least 1 day in advance.

Rundown:

(Online)

<u>Time</u>	<u>Action</u>	<u>Venue</u>
11:30 - 12:30	Final briefing with helpers & Zoom set up	Online via Zoom (main room)
12:30 - 13:00	Greetings & introduction	Online via Zoom (main room)
13:00 - 14:30	Breakout room activities (Ice-breaking, 3 truth 1 lie, board games, gartic.io etc.)	Online via Zoom (breakout room)
14:30 - 16:30	Mass game (Detective Game)	Online via Zoom (main room)
16:30 - 17:00	Promotion & member enrollment	Online via Zoom (main room/breakout room)

(F2F)

<u>Time</u>	<u>Action</u>	<u>Expected Venue</u>
10:30 – 11:00	Briefing among helpers & Set-up of venue	The Hong Kong Jockey Club Atrium
	Meeting freshmen at assembly point starting from 10:40	The Hong Kong Jockey Club Atrium
11:00– 11:15	Introducing Games Society, the Executive Committee members, and upcoming activities	Common Room(s)

11:15 – 11:45	Ice-breaking Games	Common Room(s)
11:45 – 12:45	Lunch	LG7
12:45 – 15:45	Mass Game 1 (Detective game)	Main Campus & Common room(s)
15:45 – 16:00	Break	Common Room(s)
16:00 – 18:00	Board Games and Chit Chat	Common Room(s)
18:00– 19:00	Dinner and Mingling	Common Room(s)
19:00 - 20:00	Campus Tour (Optional)	Main Campus

Remarks:

1. If common rooms cannot be booked for any reasons, other facilities provided by the Dean of Students' Office (DSTO) shall then be considered.
2. Classroom(s) shall be reserved at least 3 weeks in advance for back-up use.
3. Mass Games will be designed by Executive Committee members, with a group of five to seven for each of the games.
4. Each group shall contain five to seven freshmen and two helpers.
5. Lunch and dinner are included in the camp fee (for f2f).
6. If the participant(s) is not an adult, a form should be given to their parent(s) for permission to join the event.
7. Helpers shall be assigned to lead participants to the common room(s) from assembly point.

Bad Weather Arrangements:

1. When the Amber or Red Rainstorm Warning or Typhoon Signal No.1 or 3 are hoisted, all scheduled indoor activities will be held as planned.

2. When a Typhoon Signal No. 8 is to be issued within 2 hours (pre-No.8), or when a Black Rainstorm Warning is announced, all activities will be cancelled. Those indoor activities in progress will normally continue until the end. Freshmen should stay indoors wherever they are and do not leave until the warning is canceled and the condition is safe.

3. If Typhoon Signal No.8 or a Black Rainstorm Warning is cancelled: At or prior to 6:30 a.m. of the first day, all activities will be held as scheduled; At or prior to 12:00 n.n. of the first day, activities start at or after 2:00 p.m. will be held as scheduled, while activities prior to 2:00 p.m. will be canceled.

4. If Typhoon Signal No.8 or a Black Rainstorm Warning is still hoisting after 12:00 n.n., all outdoor activities will be cancelled.

Oreintation Week

Person in Charge: LAM, Hei Lok (Ivan)

Proposed Venue: Online via Zoom (The Hong Kong Jockey Club Atrium if feasible)

Proposed Date: September, 2021

Proposed Time: 08:30 - 18:00

Expected Number of New Members: 50(online)/80(f2f)

Membership Fee: 1-Year: \$60

2-Year: \$80

3-Year: \$90

4-Year: \$100

Objectives:

1. Promoting Games Society to HKUST students, freshmen in particular.
2. Introducing a wide range of games, ranging from traditional games to modern games, as entertainment.

3. Enrolling new members and sub-committee candidates.
4. Gather participants' information for future events promotion.

Preparation:

To be completed 2 months prior:

1. Search for sponsorships.
2. Produce advertising materials (such as posters and banners). 500 pamphlets will be prepared. Poster/ Banner used for promotion in the counter must have:
 - a. Both legible English and Cantonese language for international and local students to read
 - b. Both have the same font size, if possible.
 - c. Have some persuasive aspects that entice people to try the board games promoted on the counter.
3. Design the society's packages.

To be completed 2 weeks

prior:

4. Using any means to promote Games Society - Knight in a legal manner.

(i.e e-mail, Facebook, Instagram, Brochure etc)

To be completed 1 weeks prior:

1. Planned out the counter and notice board decorations
2. Printed out registration form for new members recruitment.
3. Created a timetable that assigns specific Executive Committee members their duty rosters after the release of their schedule.

Procedure

Online Preparation:

1. Samples of the society package and games will be displayed in the online counter.
2. Advertise Games Society - Knight upcoming events
3. Teach and play with interested players on the games to advertise and entice more possible members to join in.
4. Should a student be interested in joining the Sub-Committee members, record their contact information using the application form for recruiting new members.

5. Send emails as a confirmation of their new membership, greet the new members, and add them to the Whatsapp Group at the end of Orientation Week.

F2F Preparation:

1. Samples of the society package and games must be placed on the counter. It must be legible for students to see.
2. Advertise Games Society - Knight upcoming events
3. Teach and play with interested players on the games to advertise and entice more possible members to join in.
4. Should a student be interested in joining the Sub-Committee members, record their contact information using the application form for recruiting new members.
5. Send emails as a confirmation of their new membership, greet the new members, and add them to the Whatsapp Group at the end of Orientation Week.

Remarks

1. In any situation, there should be at least 3 Executive Committee members at the counter promotion.
2. All personal data collected should be kept confidential and not be leaked to other 3rd parties without any valid reason or the consent of the person.

The Werewolves of Miller's Hollow

Person in Charge: TSO, Ting Yan (Krystal)

Proposed Venue: Face to face / zoom (tbc)

Proposed Date: October, 2021

Proposed Time: 17:00 - 21:00

Proposed Fee: Free of charge

Expected Number of Participants: 12-16

Objectives:

1. Fostering HKUST students' logical thinking skills and organized manner.
2. Enhancing students' eloquence as well as psychological diathesis.
3. Promoting friendship between players' by their joint efforts.

Preparation:

1. Practice a trial game between the committee members.

2. Prepare powerpoint slides with game rules and detailed explanations.
3. Our executive committees brief and interpret with players.
4. Informing students about the event and increasing their interest through social media such as Instagram promotion.

Rundown:

Time	Action (zoom)	Action (f2f)
16:30	Set up a Zoom meeting.	Book a room before 3 weeks.
16:30	Post an Instagram Story to remind people of our zoom meeting.	Post an Instagram Story to remind people of the event with the place and time.
16:45-17:00	Make sure there are at least five Executive Committee members in the meeting anytime.	Make sure there are at least five Executive Committee members in the event anytime.
17:00-17:10	Self-introduction to all participants who enter the meeting. Emphasizing the importance of respect while entertaining.	Self-introduction to all participants who join the event. Emphasizing the importance of respect while entertaining.

17:10-17:20	Teach players about all the game characters' functions and steps verbally.	Teach players about all the game characters' functions and steps using powerpoint.
17:20-17:30	Start of the game. Distribute game roles by zoom private chatting with each of the players.	Start of the game. Distribute role cards.
At each round ends	MC exposes each player's actual role and explains actions at night. End game discussion.	MC exposes each player's actual role and explains actions at night. End game discussion.
20:45	Invite players to join members and our whatsapp group.	Invite players to join members and our whatsapp group.
21:00	End of zoom meeting.	End of the werewolves event.

Remarks:

1. At least three executive committee members are joining each round of the game to lead students, especially new players.
2. One executive committee member must be the MC in order to hold the game smoothly.

Games Night

Internal Person in Charge: CHAN, Wun Yu (Lucas)

Proposed Venue: Online via Zoom

Proposed Date: October 2021

Proposed Time: 20:00 - 23:00

Expected Number of Participants: 15

Objectives:

1. Having a chance for people to gather and play games together.
2. To promote Games Society and upcoming functions (especially sub-com function).
3. To provide a platform for students (especially freshman) to play various games (e.g. mass games or games designed by exco).

Preparation:

To be done at least 1 to 2 months in advance:

1. Design all the games for the event. (Challenge games & Mass games)
2. Design a system which increases the fun of the event and avoids the same nature between events (especially regular board games gathering). (For example, participants would earn points if they win games, then we'll count the total marks of them at the end of the event.)
3. Design a background/theme for the event.

To be done at least 2 weeks in advance:

1. Assign a duty roster for each of the Executive Committee members.
2. Design a google form for the registration of the event, and collect their contact information to contact them (name, phone number, itsc, ig account, etc).
3. Prepare posters for promotional purposes.
4. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp (May use MeWe and Signal instead of using Facebook and Whatsapp).
5. Set up a counter for promotion. (Depends on the pandemic situation)
6. Demonstrate the games and make sure all Executive Committee members understand the rules well.

To be done at the time specified:

1. Remind the participants by e-mails 3 days in advance and by WhatsApp (or Signal) 1 day in advance.

Sub-committee function

Person in Charge : CHOI, Chung Ki (Winnie)

Proposed Venue: Online via Zoom (Campus, if feasible)

Proposed Dates: November 2021

Expected Number of Sub-committee: 10-15

Expected Number of Participants: 15-20

Objectives

1. To promote Games Society to HKUST students.
2. To provide sub-committee members an opportunity to hold a function with the aid of Executive Committee members, if necessary
3. To let sub-committee members be familiar with organizing events and also learn skills like promotion and organization skills.
4. To train future cabinet members.

Preparations:

1. Start to recruit sub-committee members since Orientation Week via Orientation Week counter(if the situation becomes better), social media and emails.
2. Hold the first sub-committee meeting for them to familiarize themselves with other members and discuss the ideas about the function and in mid to late September.
3. Explain the sub-committee function and provide help and advice to the sub-committee members, if necessary.

4. Promote the activity via e-mails, Facebook, Instagram and WhatsApp.
5. Information session(s) will be held in mid or late September prior to the first meeting.
6. Sub-committee members are required to promote the function in the counter for at least two weeks(if feasible), where at least 1 Executive Committee member shall be present at any time.

Chinese Chess Competition

Person in Charge: Chris Wong

Proposed Venue: Classroom or Online Zoom if Coronavirus using a Chess application (To be confirmed with Mr. Nam supervision)

Proposed Date: November/ December 2021

Proposed Time: 18:30 - 23:00

Proposed Fee: 20 HKD (Need to discuss again with our coach Mr. Nam if necessary later)

Member and non-member: Expected Number of Participants: 10 to 20

Referee of the Chinese Chess Competition: Mr. Nam

Objectives:

1. To promote Games Society to HKUST Students.
2. To promote Chinese Chess Competition to HKUST students.
3. To provide HKUST students opportunities to compete against each other.

Preparations: To be done at least 1 month in advance:

1. Finalize details of the tournament system.
2. Finalize the registration forms via Google form. To be done at least 3 weeks in advance:
3. Book a classroom for the event or on Zoom
4. Finalize posters for promotional purposes.
5. Finalize the details of the system of competition. To be done at least 2 weeks in advance:
6. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp.
7. Prepare prizes

8. Prepare sufficient number of sets of The Elected Cabinet of Games Society HKUSTSU, Session

2021 – 2022. To be done at the time specified:

9. Contact participants via emails and WhatsApp 3 days prior to the event as a reminder.

10. Walk-in is not encouraged. But, we can provide walk-in in certain circumstances during the last minutes if there are available places.

Proposed Rundown

Time	Action
18:30 - 18:45	Briefing among Executive Committee members
18:45 - 19:00	Setting up the venue
19:00 - 19:15	Registration
19:15 - 19:30	Briefing participants
19:30 - 22:30	Competition

22:30 - 22:45	Result announcement
22:45 - 23:00	Prize presentation

Remarks:

The registration of the event is on a first-come-first-served basis.

Normally, we will fix the number of participants 3 days in advance and ask the confirmation from the players whether they will come or not.

Walk-in can be possible according to last minute availability.

Then, the tournament will be adapted to the number of participants registered. A coach will come for the event. We will jointly cooperate with Mr. Nam.

The competition will be conducted in Cantonese mainly. However, we welcome the use of English occasionally between participants. We will group students in different teams, which could facilitate the communication among players. We will provide instructions in both Chinese and English if necessary.

If it is on Zoom we will conduct the event at the same time and begin at 19:00.

We are considering using Twitch software, if we are still under the pandemic and unfortunately necessary to hold the event online. It can enable spectators to watch the competition online.

劇本殺 (LARP Game)

Person in Charge: Choi Chung Ki, Winnie

Proposed Venue: Campus (Online via Zoom if not feasible)

Proposed Date: December 2021

Proposed Time: 19:30 - 21:30

Proposed Fee: Member: \$25 Non-member: \$35

(Zoom:Member: \$10 Non-member: \$20)

Expected Number of Participants: 5~6 max 3 round

Language: Cantonese

Objectives:

1. Encourage students' thinking and enhance their skills of presentation.
2. Encourage students to pay attention to different elements and be able to combine them together.
3. Provide a chance for students to meet new friends who have the same interest in playing LARP.

Preparation:

1. A new larp board game needs to be brought in order to have the copyright of the game to play. (HKD 138.00)
<https://bgwalker.com/product/6y1fY01S5eV9iK0F>
2. Practice a trial game between the committee members.
3. If the situation is better and could be held face-to-face, a classroom needs to be booked at least 2 weeks in advance.
4. If the pandemic has not come to an end at that time, we would need to convert the board game into an online version for students to participate on zoom. (type all the instruction and plots in a word file and then send to different players during the game via zoom)
5. Promotion via social media.
6. Prepare the storyline of each character and clarify the story setting. (if f2f)
7. Prepare props and bring the game into real life i.e. convert the plots into life action after studying the game. (if f2f)
8. Set up a scene for the event and maybe make some evidence props. (if f2f)

Procedure: (<https://punchboardgame.pixnet.net/blog/post/556603133>)

1. Time will be given for them to introduce themselves. (~10mins)
2. Introduce the background information of the game to players and inform them with different characters. (~10mins)
3. Divided them with different plot books and materials and give time for them to read (~15mins)
4. The game will start and everyone would have one minutes for them to self-introduce (character in the game)
5. Then pair them up for discussion and after coming back they can take one card of evidence.
6. At the end, everyone discuss for around 15 minutes then vote for the ‘murderer’

Remarks:

1. At least one executive committee member is joining the game and leading the students.
2. The registration of the event is on a first-come-first-served basis.

Christmas Party (Online version updated)

Person in Charge: WONG, Hin-Hao (Chris)

Proposed Venue: Common Room 1&2 or Zoom

Proposed Date: December 2021

Proposed Time: 13:00 - 23:00

Proposed Fee: Dinner and lucky draw included:

Members: \$80 Non-Members: \$90
(If online there will be no lucky draw so it is free of charge.)

Dinner: We are planning to order pizza, chicken wings or other snacks. We will also ask in a google survey if there are some special needs or allergy such as vegetarian or other religious matters.

We will confirm 3 days earlier if participants come to the event.

Expected Number of Participants: 30 - 50

Objectives

1. To gather members and celebrate Christmas together by playing board games with each other
2. To improve the relationship between society members and Executive Committee members.

3. To introduce different kinds of board games.

Preparations:

To be done prior to the end of Fall Term 2021:

1. Find sponsorships.
2. Reserve Common Rooms 1&2.
3. Assign a duty roster for each of the Executive Committee members.
4. Finalize the job distribution.
5. Finalize posters and banners.
6. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp.
7. Set up a counter for registration.
8. Open online registration with a google form

To be done at least 1 week in advance:

9. Borrow equipment.

Proposed Rundown of Christmas Party:

Time	Action
13:00 – 15:00	Briefing & Set up the venue
15:00 – 15:15	Introduction
15:15 - 23:00	Games Gathering Dinner and Lucky Draw during 19:00 - 22:00

Remarks:

1. The venue shall be divided into two separate zones, namely “Gaming Zone” and “Dining Zone” respectively. “Gaming Zone” is for playing board games and “Dining Zone” is for dining. “Dining Zone” opens during the Dinner and Lucky Draw time period only. All participants shall not eat or drink in “Gaming Zone” and shall not take any board games to “Dining Zone”. We don’t advise eating and playing at the same time.

2. Alternative venues would be reserved for back-up purposes if necessary. If Common Rooms 1&2 cannot be booked, the back-up venue, in order, shall be Common Room 4, Common Rooms 5&6, Common Room 3, Classroom(s). The reservation will be done at least 3 weeks in advance.

3. Only participants who paid the fee, with dinner and lucky draw included, are eligible for dining and participate in the lucky draw.
4. Walk-in in the last minutes is acceptable if participants are willing to pay directly or find some compromises to pay the fee later.
5. We encourage organizers to cosplay in Christmas costumes and have some Christmas decorations.
6. Special arrangement if there is still the coronavirus: The event will be replaced by an online zoom event with different board games such as Werewolf, BGA etc... It will begin at 20:00 until 22:00. There won't be any food as it is on Zoom like an online gathering. We will keep the lucky draw though. Prize will be given later to the winners. The participants fee will also be adapted.
7. We will cooperate with "Broadway Toys Limited" to have some special prizes for the lucky draw. We will use the fee earned to buy some lucky draws as well.
8. If online, no lucky draw will be provided.

Regular Board Games Gathering (Online)

Internal Person in Charge: CHEUNG, Chun Hung (Andy)

Proposed Venue: Online via Zoom or Discord

Proposed Date: Every Tuesday from Feb 2021 to May 2021 (Except public holiday)

Proposed Time: 19:00 - 22:00

Proposed Fee: None

Expected Number of Participants: 10 - 20

Objectives:

1. To promote Games Society to HKUST students.
2. To promote board games in general to HKUST students.
3. To provide HKUST students an experience of playing board games online via Board Game Arena.

Preparations:

1. Send out preference form each week via Google Form.
2. Prepare for teaching specific board games.
3. Notify the details including date and board games selected for the gathering to all members by Facebook, Instagram, WhatsApp and emails during the weekend prior to the gathering.
4. Premium Board Game Arena account will be purchased.

Procedures:

1. A preference form will be sent each week after the previous gathering asking members about the board game they are interested in Board Game Arena.

2. One board game will be selected each week according to the form results and committee members will teach the participants of the gathering on how to play that board game at the start of the gathering.
3. Committee members will play that board game with the participants by opening a table on Board Game Arena and play with the participants while sharing their screen on Zoom or Discord.
4. Late comers and non-members will be welcomed to spectate in Zoom or Discord.

Regular Board Games Gathering (In-person)

Internal Person in Charge: CHEUNG, Chun Hung (Andy)

Proposed Venue: Classroom

Proposed Date: Every Tuesday and Thursday from Sep 2021 to Dec 2021
(except public holiday)

Proposed Time: 19:00 - 23:00

Proposed Fee: None

Expected Number of Participant: 6 - 16

Objectives:

1. To promote Games Society to HKUST students.
2. To provide a platform for HKUST students to play board games together in person.
3. To promote board games in general to HKUST students.

Preparations:

1. Book classroom at least 2 weeks in advance.
2. Notify the details including date and venue to all members by Facebook, Instagram, WhatsApp and emails during the weekend prior to the gathering.

Procedures:

1. Bring the board games and chess from lockers to the venue at least 30 minutes prior to the gatherings, with at least 2 Executive Committee members.
2. Participants will be asked to record their personal details when they attend the gathering.
3. Invite members to play board games, introduce and teach them how to play if necessary.
4. Put all games back to the lockers after the gathering.
5. Non-members are also welcomed to walk in, and will be invited to join Games Society.

Regular Chinese Chess Team Practice

Person in Charge: Wong, Hin-Hao Chris

Proposed Venue: Classroom

Proposed Time: Wednesday 19:00 - 21:00

Proposed Date: September to November, 2021 weekly Excluding: public holidays, examination period and add/drop period Expected

Number of Participants: 30

Objectives:

1. To promote Games Society to HKUST students.
2. To provide a quiet and comfortable place for students to practice Chinese Chess.
3. To train students' Chinese Chess strategies and tactics.
4. To allow students to improve their skills with guidance and help from a coach.

5. To weed out talented or interested players and invite them to attend and participate in the Chinese Chess competitions.

Preparations:

To be done in the time specified:

1. Book classroom for practice at least 2 weeks in advance.
2. Notify the coach about the arrangement of the practice 3 days ahead of time.
3. Notify the details including date and venue to all members by Facebook, Instagram, WhatsApp, society website and emails during the weekend prior to the event. Year Plan of Knight, The Elected Cabinet of Games Society HKUSTSU, Session 2020 – 2021.

Procedures:

1. Take the attendance sheet from the HLTH1010 Course office and hand it in on the day after practice.
2. Take the Chinese Chess from the lockers 15 minutes prior to the initiation of the practice.
3. Record the attendance for students who participate in the practice.
4. Students may play Chinese Chess with each other or with the coach.
5. Put the chess back to the lockers after all students have left.
6. After the last practice of the month, submit an endorsement form to the HLTH1010 Course Office.

Remarks:

1. Promote the practice via Orientation Week counter, poster, Facebook, Instagram, WhatsApp, society website and emails.
2. There must be at least 2 Executive Committee members in the classroom.
3. There are also some activities courses, which fit more beginner level participants. It will grant 1 hour of HLTH1010, whereas the middle level practice should be the equivalent of 2 hours. The schedule has to be fixed. Suggestion of availability, it will hold during the regular gathering time.

4. If we are still under a pandemic social distancing policy, we will organize the training on zoom and the coach's arrangement.

Welfare Plan:

Borrowing board games:

1. Games Society holds more than 200 board games. Only those with red markings are allowed for loaning.
2. Full members can only borrow one game within 2 weeks. The name and contact detail will be marked when the game is lent to prevent missing any contents of the board game.
3. Executive Committee members will record all the borrowing, returning with note(s).
4. No members are allowed to hold the loaned games for more than 2 weeks.

Society products:

Society products excluding packages are sold for all HKUST students and members (including full members, associate members, life members and honorary members) while packages are sold only for full members.

Society Paper:

Society paper will include the full name of Games Society. It will only be ready for selling starting from Orientation Week individually or combined with the

package. The price of each pack of society paper will be around \$10 while a pack of society paper shall include 100 pieces of paper

Society Hoodie:

One kind of hoodie for the ex-committee and another kind of hoodie for members of the Games society.

Colour: white

Price :\$100-150

Society bag:

Society bags will be designed as a product of welfare package and in Orientation Camp. It will be a carrier bag holding society product, and it may be sold individually.

Price:\$25

Packages:

One package will be provided.

The packages will provide both society hoodie and society paper with 5% discount.

Proposed promotion and selling period:

Welfare products will be promoted through posters, WhatsApp, e-mails, the society website and Instagram. Products will be up for ordering to members and non-members during regular gatherings and counter periods.

Proposed Year Plan prepared by:

Proposed Year Plan approved by:

CHAN, Wun Yu (Lucas)

HO, TUNG HO (Michael)

Secretary

Chairperson

Knight, the Elected Cabinet of

Knight, the Elected Cabinet of

Games Society HKUSTSU,

Games Society HKUSTSU,

Session 2021-2022

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END OF YEAR PLAN