

## **Social Rep – Winter 2005 Report**

### **By Sean Smith**

#### **Running Geekbeer: A Weekly Breakdown**

##### *Tuesday:*

Make sure the liquor order is done

Ensure an announcement has gone out to CSANNOUNCE, make it witty if possible

If you want a big event, start promoting it through other means

##### *Wednesday:*

Make a call for volunteers as necessary

##### *One Day Before The Event:*

Make sure you are stocked up on mix

Pick up the liquor

##### *The Day Of The Event:*

Order Food by noon

At the same time, put beer in the fridge.

The cash box should also be counted around noon if you know you won't have time otherwise.

Start setting an hour before you plan to start geekbeer

Make sure you send someone out for ice near the start, and then put beverages on ice

##### *Aftermath:*

Your bartenders are supposed to be responsible for putting away equipment at the end of the night. So are you. At times, you may want to just put everything including alcohol in the storage room downstairs. Make sure to keep it tidy.

The bar till should be counted as soon as possible. I usually came in and did this on Saturdays, though I did have other stuff to do on campus.

Liquor count should also be done ASAP. A hand count should be done, whether or not you are using the cash register.

Sales and Liquor should be tracked over the course of the term in a spreadsheet, which should be on the wiki.

At the current prices, you should break even on every geekbeer, barring special events, such as ladies night. The place where you lose money is pizza (leftovers that don't get eaten) and mix (which isn't being paid for by the cost of drinks).

Make sure that all your bartenders have licenses.

#### **Running events for other people**

##### **Standard Pricing:**

Damage deposit of \$500 (this is due to things being broken in the past) Damage deposit is refunded one week after the event, minus any damages.

Sound Equipment rental: \$50

Bar rental: \$50 with all sales going to the CS Department.

Make sure you get specific details and times from the people that want you to run the event, and make sure they know about the prices ahead of time.

Make sure you have reliable staff before agreeing.

### **Social Committee**

This is a good idea in theory. In practice, I never really got a 'committee' per se. Instead, roughly once a week, I dragged a bunch of people together and bounced ideas off of them and asked them for input and their own ideas.

### **Event Ideas**

I had a section in the Wiki for that, so I could dump ideas down whenever. I will probably be updating this every so often.

### **Past Events**

I will put down my notes on how well past events went as soon as I find my notes. They were pretty detailed and had ideas that I didn't actually use, so you might find them interesting.

### **Other Stuff**

Any questions or comments, feel free to e-mail me @ [ssmith@cs.dal.ca](mailto:ssmith@cs.dal.ca)