

# The Social Rep's Manifesto

Your Guide To Soci-Fu

## History

Original Version Compiled in December 2005 by Sean Smith

## Forward

To the one who reads this:

This is a social rep's manifesto. An eclectic jumble of ideas in a somewhat sorted fashion. But first, a little bit of history on the WHY of this manifesto of manifestos. Way back in the day (or January 2005), I became social rep for the first time. I had a blast. Really, it was awesome. I met a lot of people and learned a lot of things. And then I left for a co-op term over the summer thinking 'well, I left things in good order, there is no way that anyone can mess this up, right?'. Taking the mantle back in September of 2005, I found out how wrong I was. The summer term had been..... rocky. Apparently several individuals were lost, got behind on various things, and dropped the ball. Things were in a bad state at the start of the term. It made for a difficult term, but I would like to think I did pretty well in face of all the initial set backs I was presented with. At the end of the term I decided to pass on my wisdom. To set down things I had thought up/learned to pass on to those who came after me. To arrange it so that at the very least, a social rep can perform adequately, if not spectacularly. And thus we have this document, which you read now. I hope you find it informative, and possibly entertaining.

Regards,

Sean Smith  
Computer Science Society Social Representative  
Winter and Fall Terms 2005

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## Introduction

Ok, so this is the social representative's handbook. What does that mean? This means that this is a BRIEF overview of what you can do. The social representative is typically a jack of all trades. Not only should the social rep run social events, but he needs to co-ordinate with other members of the society in order to do it all.

Anyway, this guide is divided into two parts. The first is filled with responsibilities and procedures. The second, a collection of random ideas, as well as how that turned out (if actually run). This is by no means complete. There are always new ideas to try and all of these can be expanded upon. Hey, if you do a good job, expand upon this and write a second edition!

Note: The positions of Social Representative and Bar Manager, while technically separate, are usually not. As such, I make no distinction between the two.

# Part 1:

## The Rules

### General Duties And Responsibilities

A social representative is responsible for the following:

- Organizing and running social events
  - this does not mean you have to physically be at every event, but you are expected to be at a majority of them
  - you are NOT to try to run an event that you can't attend without solid commitments from volunteers.
- Discussing finances with the Treasurer to see what events you CAN run
  - any event that will cost a large amount of money must be cleared with the entire council
- Talk to the VP External on methods on which to get other faculties/students to our events and on how to spread the word
- Talk with the VP Internal on any events affecting faculty and other internal groups
- Talk with the Grad rep on how to increase grad participation and on any event run for grad students
- Talk with the grade reps on how to increase undergrad participation
- Talk with the fundraising rep on ideas of how to raise money

### Geekbeer Preparation

Geekbeer is the regular scheduled event, run every Friday. There are certain things which must be done before the event starts. Here is the routine I followed in the end.

### **Monday**

- Start looking for volunteers
- Start thinking about the liquor order
- If doing a special event, have posters done

### **Tuesday**

- Liquor order due
  - I usually showed it around to a few people for comments
- Make announcement
- Distribute posters
- Post on my.dsu.ca

### **Thursday**

- Earliest day alcohol can be picked up
- Good day to get mix

### **Friday**

#### *Before 3*

- Call for pizza
- Count bar till

#### *Before 5*

- Get ice
- Set up bar
- Set up sound equipment

### **Geekbeer Aftermath**

Once the event is done..... your work isn't. Things that must be done:

#### **Night's End**

- Cleanup
  - Pack up sound equipment
  - Pack up alcohol
  - Clean up garbage, and try to get as much stuff off the floor as you can
- Securing Bar Till
  - Bar till must be properly locked up at the end of the night
- Paying staff
  - Make sure to give people their tips/honorariums (depending on how you are

working things), it keeps them somewhat happy

## **Sometime After**

Preferably by the end of the weekend/Monday

- Count bar till
- Count liquor supply
  - insert numbers of both into the fancy spreadsheet provided so you can keep track of everything
- If there is an excessive amount of cash, put some of it into an envelope and give it to the treasurer to deposit
  - you should both sign off on it for accountability purposes
- If there is an absence of change, tell the treasurer so they can do a coin order
- Post any pictures
- Put a summary on the wiki

## **Pricing**

Sound Equipment:

\$50 (supervised, in building)

\$100 (unsupervised, out of building)

BBQ:

\$25 (to pay for propane)

Labor (Bartending):

\$15/hr/bartender

Labor fees are to be later paid to the individual(s) that did the bartending

## **Equipment**

### **Our Equipment**

We have the following equipment:

- Sound equipment
  - in the storage room downstairs
  - EXPENSIVE! BE CAREFUL!
- BBQs
  - actual BBQs are locked in the back stairwell
  - actual propane tanks must be stored off campus
- Microwaves
  - yes, they are actually society's
- TVs
  - one in the atrium, the other that can float around (and be used for kareoke)

- Karaoke machine
  - dare I say most important piece of equipment? Ok, the sound equipment is more important.

### **Other Equipment**

Sometimes the above just isn't enough.....

- Laptops
- Projectors
- Screens for projectors
  - all of the above can be provided by tech support
  - talk to Dave Green personally
  - you may or may not be asked to sign your soul over as collateral in case things get broken
    - NOTE: Break things and you are likely to never get them again. And a lot of people will be angry/dissapointed

Part 2:  
Random Ideas

## 80s Night

- 80s music
- 80s garb
- drink specials

### Results:

This was what I like to call 'a successful off night'. The number of people actually there wasn't particularly large, but a portion that were did actually dress up and had a lot of fun. I blame bad timing at the end of the term.

## Advertising

1. my.dsu.ca
2. Posters
3. Word of mouth
4. Television Screen
5. Big overhead screen in the lobby
6. E-mail
  1. Usually use CSANNOUNCE
  2. For major events, such as Snowball, use CSALL instead of CSANNOUNCE

## Casino Night

Casino Nova Scotia may subsidize/train

Look into volunteers for dealers, perhaps servers

Needs to be scheduled way in advance to gain clearance from the Alcohol and Gaming Authority and possibly Insurance

Roulette wheel in the liquor cabinet.

## Geekbeers

Themed

Drink Of The Week

- With Slightly Cheaper Price
- Voted On By Students

Roulette Wheel Of Drinks

See also: 80s Night, Spanish Night, Oktoberfest, Halloween Party, and various other sections

## Grawood

- make sure to book early
- you should arrange for free pool for at least one hour
- in the past, we have been able to arrange to join in on someone else's Grawood night.
- Talk to the events co-ordinator at the Grawood
- past activities include DDR, karaoke and open mic.

Results:

Results can be mixed. Usually, there are a number of people that show up near the start, get some food, some drinks, and some free pool, then it sort of taps out. Doing a joint event with another society will help correct this problem, especially if the activity is entertaining. One time, we tagged along with the Meal Exchange Society. Unfortunately, the CS students kinda just stuck with CS and meal exchange stuck with meal exchange. Encourage mingling. Also, if using equipment, get set times for when things are going to be set up/running as at one time the sound guy said that things were going to start at a specific time, and then sort of disappeared.

## Halloween Party

- costume contest
- cash prize, free drink for runners up
- the bar is traditionally set up at the far end of the atrium

**Result:**

Lots of people tend to dress up for this. Hey, its fun. People also get into the costume contest thing. Oh right, the rules.

## **Costume Contest Rules**

(As Devised on the fly by Sean Smith)

1. Get all participants to line up on the first floor.
2. Grab 2 people to be judges/announcers
3. Have the judges go person by person, announcing the costume, and asking for appropriate response.
4. Once all the participants have been announced, the judges pick the three finalists
5. The judges announce these finalists and then go person by person again.
6. Person with the most amount of clapping/cheering wins

## LAN Party

- open source games night with the ACM?
- Bring your own computer?
- In the atrium vs computer labs
- atrium – coordinate with help desk/tech support
- find sponsors for prizes? Microsoft/AMD/EA?

## Mystery Drink Night

- find a guest bartenders
- have them mix up mystery drinks
- could run a mystery drink special
- could turn the roulette wheel into a 'Mystery Drink Spin Wheel'

### **Result:**

This is an interesting event. There will be those that take advantage of it, and those who don't. Its something you can use to mix things up, but don't want to do something too specific.

## Oktoberfest

- run with the german society
- combined BBQ/geekbeer

### **Result:**

While preliminary discussion was entered, the event was eventually canceled, as the German Grad students decided to hold their own Oktoberfest event which was expanded into a German Faculty event.

## Snowball

- Start planning into late September/early October
- Get volunteers. LOTS of volunteers
- Get a tentative date ASAP. Let people know. Especially faculty.
- Don't forget to invite Sam Scully and his wife (talk to Anne).
- Get tickets printed
- Arrange for catering
- Make posters
- Get all society members to promote it.
- Get your friends to promote it as well.
- Don't forget awards.
- Don't forget to get a Master of Ceremonies
- It doesn't hurt to try to do a slideshow highlighting the year's events

### **Result:**

Lots of work with an interesting pay off. In the end I had a lot of fun. In the end people told me I did a good job. I can live with that.

## Spanish Night

- run with Spanish society
- make sure to make Sangria
- make sure to have supplies for margaritas and strawberry daquiries
- Spanish open mic is a consideration
- potentially order tacos instead of pizza

### **Result:**

There were a lot of people from the Spanish Society out. People had fun, there was lots of talking and laughing. Sangria was interesting. We tried to get tacos, but it didn't work out with our timeline in the end. Next time: more planning sooner.

## St Patrick's Day

- aka 'cheap beer night'
- start low and escalate prices
- set a drink limit to ensure people don't drink irresponsibly and spend more money
- ensure there are extra bar staff at the beginning to handle the numbers
- try to get a big bell/buzzer/gong to signify changes in price
- alternatly, use the chaulkboard, write down all the prices and erase a price when it is expired

### **Result:**

You WILL lose money on this event (we lost \$250). However, everyone had a lot of fun, including the bartenders. It was packed for a great deal of the night. Things do slow down at some point, so you don't need extra staff all night.

## Superbowl Sunday

### **Equipment Needed:**

Projector

Screen (Use the big one from Teaching Lab 3)

- ensure that liquor license is approved by the alcohol and gaming authority (talk to Dal Bar Services)
- book equipment with tech support. Make sure to promise to lock it up/put away after you are done with things.
- Potentially run a BBQ
- do lots of advertising
- munchies are a must
- hang screen from the overhang on the far side of Second Cup.
- In the past, we have had 2 screens, one from the overhang, the other in front of the bar
- arrange couches toward the larger screen

### **Result:**

Success. There was a very good turnout, despite the fact that the Grawood was having their own Superbowl Party. People were very into the game and enjoyed the event. A lot of people were into the game and even those who generally don't watch sports had fun. We also ran a BBQ which proved popular at the time. The person manning the BBQ was actually a volunteer despite having to stand outside in the cold.

## Valentine's Day

- anti-Valentine's Day?
- Angry drinks? Drink specials on said drinks?
- Decorations?
- Cinnamon hearts?
- Lonely hearts club? Win free stuff?
- Karaoke with prizes for best heartbreak song?
- Target practice? Hit your ex, win a free drink?

### **Result:**

Poor showing. People don't like Valentine's day, or are spending time with their boy/girlfriend. But people did like the cinnamon hearts.

## Wine, Martini & Cheese Night

- Goal: to increase faculty, industry and grad participation

- get wine and cheese
- talk to GINIus
- talk to Outreach
- talk to Grad/Undergrad Advisors in order to reach Faculty

**Result:**

The one time I tried this, it fell through. I wasn't able to reach anyone, and the timing was just off.