# Chemis-Tree Earth Day Event (April 23, 2014)

## Miscellaneous Information

### DATE: Thursday April 23, 2014, 8PM-11PM (This is a general idea, we can easily change this if needed. Another possible day is Arbor Day on April 24th in the afternoon)

### Location: Jacobus Lounge

### Festival at end of SAVE’s Earth Week

### Foods: Finger foods like snacks (chips, pretzels, cookies, cupcakes), water, soda

### FUNDRAISING IDEA: Sell reusable water bottles with each club’s logo on it from event and donate proceeds to an environmental-based charity.

### Volunteers to run event can be from respective organizations and APO

### Talk to APO about brothers getting hours for attendance (will increase attendance of event)

## Booths for Different Organizations

### AIChE: Activities relating to environmental/agricultural fields in Chemical Engineering

#### “Paper Production”: Learn how paper is manufactured by making your own recycled paper!

#### “Compost Creations”: Learn how agriculture uses chemistry in providing nutrients to plants! Explore composting, compost tea, and more!

### ACS:

#### “Breath Analyzer”: See how much CO2 your breath emits into our environment!

### SAVE

### Physics Society

### Other societies (possibly Feel Good World, Engineers without Borders, Engineers for a Sustainable World)

## Committees (At discretion of each club; each club is responsible for own booth, this is just a guide)

### Set-up/Clean-up: responsible for setting up and breaking down after event.

### Decorations: responsible for buying and decorating for the event

### Food: responsible for purchasing food and setting up/maintaining food table.

### Public Reps: responsible for advertising event via social media, dorm storming, SLN, flyers, word of mouth.

### Club Reps: responsible for relaying information between committees and involved clubs on progress of event.

### SGA/RSO Reps: responsible for paperwork/approvals needed for holding event, such as room bookings

### Entertainment: responsible for making a playlist for the event and making sure activities run smoothly. Help plan activities for each club.

### Fundraising: (possibly) responsible for obtaining items and selling for fundraising to donate. Also responsible for donations jar.

### Miscellaneous Tasks: responsible for getting forgotten supplies or anything else needed the night of the event (aka Runners).

## Budget:

### Food (Overall): $100.00

### Decorations (Overall): $50.00 (or less if Dollar Store is used)

### Supplies per club: $50.00

### Miscellaneous Fees: $50.00

### PLEASE NOTE: These are very rough estimates. We are aiming to over-budget to ensure we have enough money. AIChE will be submitting the budget for event then allotting costs to respective clubs.

TV

Storage

## Set-Up:

Food

CLUB

Sign In

Open Space; Chairs

Games

CLUB

CLUB

CLUB

Seats