

Call for Student-Initiated Projects (SIP) Proposals
Proposal Template

1. Project Title

Hong Kong Night

A good mixture of local and non-local students is preferred.

2. Proposers (A team of at least 3 local and/or non-local students)

Student Name ¹	Student ID	Programme/Major	Email	Please ✓	
				Local student	Non-local student
XXXXXX	XXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	✓	
XXXXXX	XXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX		✓
XXXXXX	XXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	✓	

3. Brief Summary of the Project (No more than 150 words)

Briefs about the activity

This year's Hong Kong night we are proposing for an event that is more formal. It will be hosted on March 28th in Multi-functional Hall A from 18:30- 20:30. Students will be able to register through Daily Posting University email and advertising posters around the campus. The first hour consists of performance from mostly Hong Kong performers but we aim to include performances from different countries. Food booths will be set up for the second hour to distribute food from sponsors and delicacies prepared by us. We are strongly encouraging students to participate the first hour and souvenirs will be given as motivators for them to show up on time. Our aim is to showcase the most exciting and glorious aspect of Hong Kong. We hope attendees can not only enjoy the food but also learn about Hong Kong through performances.

4. Details of Proposed Project Activity

(1) Objectives including how it supports the Scheme's objectives (No more than 150 words)

To promote our Hong Kong and its culture in CityU. Participants will be able to understand more about Hong Kong and experience the local Hong Kong culture by attending the activities. Students from different cultural backgrounds will be brought together and share their own culture and experience. The event also provides a platform for others to meet new friends.

(2) Details

Project items/events/activities ¹	Date(s) (within July 2018 to June 2019)	Proposed Venue	Target number of participants	
			Local students	Non-local students
Hong Kong Night	28 Mar 2018, 6:30 – 8:30pm	Multi-functional Hall A, Student Residence	150	200

Time	Performance	Details
18:20-18:30	Entrance	Play promotional video
18:30-18:30	Start- welcome guests	
18:30-18:35	Beginning dance	Traditional Hong Kong dance
18:35-18:40	Musical performance	XXXXXX
18:40-18:50	Outside performance	(Not yet confirmed)

(1) ¹

18:50-18:55	Musical performance	Dance performance from students from other countries
18:55- 19:00	Bingo introduction	Introduce Bingo
19:00-19:10	Dialogue	XXXXXX
19:20:19:30	Musical performance- ending dance & Group dance	Around 20 people
19:30-20:30	Start distributing food	(Arrange seats and tables during previous performance & Bingo segment included in food distribution)

Try to give as much information on the project activity as possible.

(3) *Proposers' experience in running similar projects (No more than 150 words)*

We have extensive experience organizing similar activities and the events were very successful. E.g. Hong Kong Night 2017, Korean Night 2017, Japanese Day 2017

(4) *Other details*

- This project is part of a course (Course code and title: _____)
- This is a student society project (Name of the society: _____)

State the objectives of the proposed project, how this project supports the SIP objectives, expected outcomes and impact in different aspects. State also what your team would do to ensure smooth implementation.

5. Expected Outcomes and Impact of the Project

Expectation and Objective

Hong Kong is famous for beautiful nature, unique culture, and delicious food. We believe that most people have been to Hong Kong for traveling and may not grasp the strong culture. This time, Hong Kong Student Association in City University will represent all the Hong Kong students in City University to promote our mother land to every member in City University. This event would offer the participants interesting games, astonishing performance, and authentic food to make every participant have a further understanding of Hong Kong and experience the local Hong Kong culture! Our goal is to paint a clear image of our modern Hong Kong culture in comparison to the traditional culture.

*Expected number of participants: 600 students (local & international)

6. Events

Hong Kong night 2018 aims to provide more than merely games and food. We hope that through performance (as illustrated in the above timetable) to portray the message we want to convey. While there will be games, we hope that these games will involve everyone.

Bingo- This game will involve all the participants as we wish through Bingo, teach and introduce traditional Hong Kong pinyin characters.

Group dance- Group dance aims to keep participants interested and engaged with the event.

Food distribution- The food distribution would take place after the performances in the first hour. Food will include delights from milk tea, fried squid ball to pineapple cakes.

Give a brief description of each activity and how the activity will be carried out.

Key dates:

March 19th- Promotional roll out date

March 26th- Hong Kong Night rehearsal

March 27th- Live performance at Wong's international terrace

March 28th- Hong Kong Night main event

7. Budget

(Brief justification for each item requested, with a total of HK\$. that the amount of subsidies shall be decided on a case-by-case panel.)

Categorize the items and list out their respective costs. Provide details such as unit price, quantity, size, etc., for the consideration by the SIP Assessment Panel.

Categories		Details	Amount (HK\$)
Cost	1. Equipment	Rings for tossing (\$10X15=\$150) pinball machine (\$150 X5=\$750) Sound equipment rental fee \$5000	5900
	2. Transportation	Delivery and purchasing of food supplies	400
	3. Food & Prizes	Chicken (\$7X400=\$2800) Rice (\$2X400=800) Tempura (\$ 2X300=600) Bubble milk tea (\$17.5X200=\$3550) Fried Squid Balls (\$8X550=\$4250) Pineapple cake (\$10X300=\$3000) Prizes prepared for early sign up and arrivals (\$50×100)	15500
	4. General Expenses	Decoration materials (Paper, stapler, markers, tapes, paint, producing advertising posters) \$5000 Decorations- pillows, cardboard, balloons, lanterns Two large banners- posted at AC1 (escalator to second floor) 8 feet*6 feet (\$1000×2=\$2000) 50 small banners- posted around school on general notice board; A3 size (\$2×50=\$100) Hoodie for helper (\$50X50=\$2500)	7500
Income	1. Fee charge		
	2. Other sponsorship		
Requested Funding in Total			≅ HK\$31,400

8. Special requirements, including any safety precautions (No more than 100 words)

Venue

We would like to borrow the Multi-function Hall A on Mar 28th, and two days before the event on Mar 26th to schedule a rehearsal.

9. Promotional strategies (No more than 100 words)

(Promotional strategies to be adopted to involve both local and project)

- **Promotion Desk- two days before the event**

1. Set up booths in front of AC1 cafeteria to give out free food and leaflets
2. If it is possible to hold live performances few days before events
3. Post posters around campus-at AC1 where the escalator is located
4. Televisions screen at the entrance of student residence that plays promotional videos
5. Daily Posting University email that includes QR code for registration and sign ups

Your proposal will be accessed for its viability. Please include the special requirements as well as what you would do to ensure smooth organization of the project.

10. Assessment methods (No more than 100 words)

(Ways to assess the effectiveness of the project in integrating students, for example, conducting surveys or interviews with the participants or observers to solicit feedback and comments)

Conducting surveys and calculating the number of signups

Your proposal should be endorsed by a full-time CityU staff advisor before submission to SIP.

Endorsement by a full-time staff advisor

Signature: _____
 Name: _____
 Unit: _____
 Email: _____

Contact Person

Student Name	Student ID	Contact No.	Email Address
XXXXXXXX	XXXXXXXX	XXXXXXX	XXXXXXXXXXXXXXXXXXXX

Date of Submission: 1/5/2018

SAMPLE