

Dear Chris,

Liaison committee minutes (13\_06\_2018) are accompanied by:

- Freshers' week events calendar (nb. events highlighted in yellow indicate possible changes)
- BA Society Budget
- BA Society Events and Logistics
- TCSU Budget and Logistics

Since 2017, Freshers' Events have been co-ordinated by the Dean's assistant.

Possible changes to the Freshers' week events:

Graduate 'Matriculation Dinner', either on 1 October or 6 October (C1 and C2) – I understand a proposal is tabled by the Steward.

Parties after (undergraduate) Matriculation Dinner on 13 October are traditionally held across the College by Directors of Studies – the Master has kindly offered to receive the Freshers in the Master's Lodge (C4) *instead*, as it may be the last chance for our incoming First Years to visit the Lodge before refurbishments commence. Arrangements of the reception in the Master's Lodge would be the same as that after the Commemoration Feast (no further alcoholic drinks for students).

Directors of Studies have been consulted, and as of 2 July 2018, I have received two objections (Imre Leader and John Lister), and 15 messages in support: Michael Banner, Tiago Cavalcanti, Mark Chinca, Nick Denyer, Rebecca Fitzgerald, Marian Holness, Hugh Hunt, Napoleon Katsos (external DoS), Simon Keynes, Jean Khalfa, Jo Miles, Glen Rangwala, Alice Reid (external DoS), Frank Stajano, Mike Teheranchi.

I would be grateful for Council's decision on both matters.

Yours ever,

Sachiko Kusakawa  
2 July 2018

## Liaison Committee

13 June 2018

Present: Prof. Sachiko Kusakawa (Dean and Chair), Prof. Andrew Crawford (Steward), Dr Jeremy Fairbrother (Financial Secretary and Senior Treasurer of TCSU), Dr Sean Curran, Dr Ben Spagnolo, Molly O'Brian (TCSU, President), Areeg Emarah (TCSU, Overseas Welfare Officer), Naemi Melvin (TCSU, Junior Steward), Reece Oosterbeek (BA Society, Treasurer), Thomas Graff (BA Society, Liaison Officer, taking minutes). Ms Bryony Mountfort (the Dean's Assistant) was in attendance. Apologies received: Dr Rod Pullen (Junior Bursar), Prof. Catherine Barnard (Senior Tutor).

### Lighting in Burrell's Field (matter arising from previous minutes)

Prof. Crawford, as Chairman the Garden Committee, requested information about requirements about lighting along the Burrell's Field path. The students reported the current practice of using a phone light, their worries about encountering strangers, and the slow closing of the gate. It was requested that more concrete ideas should be discussed with the Professor Crawford in a separate meeting (Prof. Crawford's email: ac151)

### Matriculation Dinner (Steward)

In order to ease overcrowding at the Matriculation Dinner where incoming undergraduate and graduate students are invited, the Fellow Steward suggested to split the dinner. The current scheduled Matriculation Dinner to be retained for undergraduates, and the current 'Welcome' dinner scheduled on the 1<sup>st</sup>, to become a 'Matriculation and Welcome Dinner', to include new Side F with their partners/spouses and non-Side F graduate students (provided that they are starting a new graduate course). The BA Society supports and appreciates inclusion of partners/spouses, however, they were opposed the idea of holding the dinner on the first day, when the freshers are still very new to the College, may not have gowns, and will find such a formal dinner intimidating, having not been to regular Trinity Formals let alone a feast at the level of the matriculation feast. As alternative solutions, using the Old Kitchen (in fact, used for food preparation), Allhusen Room (too small), or splitting the dinners into two with half graduate and half undergraduate (tutorial and security logistics will double) were discussed but were deemed unfeasible. The Dean suggested an alternative date 6 October, Saturday, where there is currently no event scheduled by TCSU or BA Society.

### Dry Day (Dean)

The Dean raised a related item for 1 October of Freshers' week, to designate it as a college-wide "dry-day" to signal the fact that alcohol is not necessary to socialize in Trinity. The TCSU garden party on the 1<sup>st</sup> is already alcohol-free. The Dean is in discussion with the First and Third Boat Club (whose reception is scheduled on 1 October) to communicate. The idea is to extend this to the Hall and the Bar. The college cannot prevent students drinking in their own rooms, or members drinking outside of college. This is a good opportunity to consider new non-alcoholic drinks – student societies can discuss with catering. Another suggestion is to organize a dry formal, possibly with lower pricing. TCSU and BA Society support this idea. BA Society note that if the combined Matriculation and Welcome dinner is on 1 October they are not happy with that event being part of the dry day, although they support having the original Welcome Dinner as a dry event. BA Society to confirm and revise current arrangements.

### Freshers' Week Planning and Budgets

BA Society – Changes from last year

Inclusion of medics (c. 12) to family dinners, to be reassessed next year if not popular

#### New events

- Tour of College
- Dance Party in the marquee, to end at 11 pm (a reminder that TCSU and BA Society would issue a joint information sheet about events taking place in the marquee to residents of Nevile's Court)

#### Budgeting and financial arrangements

- it was recommended that the BA Society adopt the arrangement currently used by TCSU, namely to receive an advance (but not the entire budget), to post invoices to be paid, with some leeway for overspend, if it is fully justified. BA Society to confirm arrangements.

#### TCSU – Changes from last year

Events: replacing 'scavenger selfie hunt' with a garden party and 'speed meet and greet' event.

- TCSU request the use of the Fellows' Bowling Green (failing which, the Fellows' Garden) for the garden party, which will be alcohol-free, and the Wren Cloisters if wet.
- Instead of meeting with the Head of Catering, College parents to sign the College's Guide to Sensible Drinking (Appendix B of the White Book) when they collect the bottle of wine issued for family reception. TCSU to arrange with the Catering Department for a limited wine-list with price per bottle, in order to track the amount of alcohol made available per capita.
- Dr Fairbrother explained that it was pointless trying to gauge this year's budget against last year's expenditure, since there was record of only c. £7,000 expenditure the 2017 events, likely caused by invoices from the Catering Department sent directly to the Bursary.

#### Budgeting and Accounts

The late supply of the cost of catering items (requested since the beginning of the year and requested numerous times since, but provided only this week) has put considerable pressure on TCSU to prepare the budget. It is desirable that the Catering Dept provide information promptly.

The Dean suggested a review of accounts at the second meeting of the LC in Michaelmas Term. It was pointed out that this was difficult because most of the charges of the Catering Dept did not appear until January, and the invoices were not itemized to the level that enabled scrutiny. Data on upychilli must be extractable.

Dean's Assistant: Dates for collecting matriculation photographs will be later, but are as yet to be confirmed. The Dean's Assistant holds the Master Sheet of the Freshers' Events. She will distribute the finalized calendar after Council permission is granted.

#### College policy on children at student/college events (BA Society)

This arose from a garden party planned by the BA Society. The Dean is in contact with Dr Rudge, and has referred it to the Head of Catering (as Alcohol Licence Holder) and to Ms Katie Waggit, Health and Safety Officer. If both are satisfied, the event can go ahead with children attending.

#### Other Matters (TCSU)

TCSU reports instant positive comments about Laundry Cards.

The TCSU president reported incidents involving tourist intruders reported in Whewell's Court. The Committee expressed their concern about security; signage in multiple languages, installation of salto locks, feasibility of closing gate doors more frequently, given the public events that take place in the Winstanley lecture theatre and Junior Parlour were discussed. TCSU to raise this with the Head Porter and the Junior Bursar.

<b>Key</b>
BA Society
TCSU
College Events
Society Events (arranged through TCSU)

Date		Event time	Booking time	Event	Venue
<b>International Freshers Week</b>					
<b>26/09/2018 (W)</b>	T1	09:00-18:30		iTCSU Helpdesk	Great Gate
	T2	14:00-14:30	13:45-14:45	Information Session	JCR
	T3	14:30 - 15:30		Tour of Town	Great Gate
	T4	16:00 - 18:00	15:45-18:15	Afternoon snacks	College Cafe and Bar
	B1	16:30 - 18:00		Welcome session with nibbles and drinks	BA Rooms
	B2	18:00 - 19:30		Informal dinner in the Hall	Hall
	B3	20:00 - 22:30		Trip to a traditional English pub	Pub
	T5	20:00 - 22:00	19:45-22:15	International Freshers Welcome Reception	College Cafe and Bar
<b>27/09/2018 (Th)</b>	T6	09:00 - 18:30		iTCSU Helpdesk	Great Gate
	T7	10:30 - 11:00	10:15-11:15	Information Session	JCR
	T8	11:00 - 12:00		Tour of Town	Great Gate
	T9	12:30-14:00		Punting	Backs
	T10	14:00 - 18:00	13:45-18:15	Tea and Doughnuts	College Cafe and Bar
	B6	16:30-18:00		Welcome session with nibbles and drinks	BA Rooms
	B7	18:00-19:30		Informal dinner in the Hall	Hall
	B8	20:00-22:30		Board games in the BA Rooms	BA Rooms
<b>28/09/2018 (F)</b>	T13	09:00-18:30		iTCSU Helpdesk	Great Gate
	T14	10:30 - 11:00	10:15-11:15	Information Session	JCR
	T15	11:00 - 12:00		Tour of Town	Great Gate
	T16	14:00-15:30		Punting	Backs
	T17	15:30-17:30	15:00-17:45	Christian Union Tea Party	Junior Parlour
	T18	16:00-18:00	15:45-18:15	Afternoon snacks	College Cafe and Bar
	B10	16:30-18:00		Welcome session with nibbles and drinks	BA Rooms
	B11	18:00-19:30		Informal dinner in the Hall	Hall
<b>Freshers Week</b>	B12	20:00-22:30		Trip to a traditional English pub	Pub
	T19	20:00-22:00	19:45-22:15	International Freshers Welcome Reception	College Cafe and Bar
	T20	20:00-21:30	20:00-21:30	CUSU International Week Formal (External event)	External to Trinity
	T21	20:30-23:00	20:15-23:15	Games Night	JCR
	<b>29/09/2018 (Sat)</b>	T22	all day		Welcome refreshments; 16:00 Senior Tutor's welcome to parents

Date		Event time	Booking time	Event	Venue
		08:30-18:00	08:30-18:00	Tutorial and Accommodation meet and greet	Old College Office
	T23	08:00-18:00		TCSU Helpdesk	Great Gate
	T24	10:00-17:00	9:30-17:30	Welcome tea/gown sales	Marquee in Nevile's Court
	B27	11:00-12:00		Walking Tour of the College	
	B14	17:00-18:30	15:30-19:30	English High Tea Party	Fellows' Bowling Green or in the Wren Cloisters if wet
	T26	19:00-22:30	16:30-23:00	Welcome Reception	College Cafe and Bar
<b>30/09/2018 (Sun)</b>	T27	all day		Welcome refreshments	Bar
	T28	08:30-18:00		TCSU on call from Porters but no helpdesk	Great Gate
		09:45-11:45	09:30-12:00	Natural Sciences meeting with Freshers	OCR
		12:00-13:00		Freshers' Service	Chapel
	T29	14:00-16:30	13:30-17:30	Tour of Cambridge	Meet at the Cloisters
	T30	10:00-17:00	9:30-17:30	Gown sales (and all the other merchandise)	Bar
	B15	14:00-17:00		Walk to Grantchester	Meet at Great Gate
	B16	17:00-18:00		Gown sale	BA Rooms
	T31	18:00-19:50			College Parents' Rooms
	B17	19:30-23:00	18:30-23:30	Wine and Cheese Reception with Dance Party	Marquee in Nevile's Court
	T32	19:45-21:00		Freshers Formal Hall	Hall
	T33	21:15-22:15		Chaplains Squash	Wren Cloisters
	T34	22:30		Movie Night	Upper JCR
	T35	22:30		Club Night (external to Trinity)	n/a
<b>01/10/2018 (Mon)</b>		08:15-09:30	08:15-09:30	Graduate Tutors Welcome	Winstanley Lecture Theatre
		09:00-16:45		Signing of Matriculation Form and Admissions Book	Wren Library
		09:00-10:00		Tutorial Harangues (Freshers)	Tutors' rooms and public rooms
		10:00-10:30		Fire & Safety Talks	Marquee in Nevile's Court
		10:30-11:00		Introduction by the Dean of College	Marquee in Nevile's Court
		11:00-11:30		UG Matriculation photograph (gowns)	Nevile's Court
	T36	11:30-13:00	11:15-13:15	Welcome Talks	Marquee in Nevile's Court
	T38	15:00-17:30	16:00-18:00	Garden Party	Fellows bowling green
	T39	20:00-21:30		Quiz night	Café and Bar
		18:45-19:30	18:45-19:30	Pre-dinner Reception	Old Combination Room
		19:30-21:00		Graduate Welcome Dinner	Hall
		21:00-21:30		After-Dinner Reception	The Master's Lodge
	T40	21:30-22:30		First and Third Boat Club Society Reception	Café and Bar
	T41	0.9375		Club Night (external to Trinity)	n/a
<b>02/10/2018 (T)</b>		all day		DoS Meetings	throughout College, including public rooms
		08:30-10:00	08:30-10:00	NST DoS Practical Meeting	Winstanley Lecture Theatre
		09:00-16:45		Signing of Matriculation Form and Admissions Book	Wren Library
		Times advertised in library		Library induction	Library
	T42	09:00-15:00		Consent Workshops	OCR

Date		Event time	Booking time	Event	Venue
	B18	15:00-16:00		Tea and Cakes	BA Rooms
	T44	15:30-16:30		Speed friending	Marquee in Nevile's Court
	T45	17:00-18:30		Politics society mingle	JCR
	T46	18:00-20:00	18:00-20:00	BBQ on the Backs	Brewhouse Lawn
	T47	20:00-21:00		Night time punting	The Cam
	T48	18:30-22:00		Pub Tour	Meet in college bar
	T49	19:30-20:30		Science society mingle	JCR
	T50	20:30-22:00		LGBTQ mingle	Café and Bar
	T51	0.9375		Club night on wristband and/or free entry to Glitterbombclub night (external to Trinity)	n/a
	B19	Arranged individually		Family dinners	N/A
<b>03/10/2018 (W)</b>		09:00-10:30		Tutorial Harangues (Upper Years)	Tutors' rooms and public rooms
		all day		DoS Meetings	throughout College, including public rooms
		Times advertised in library		Library induction	Library
	T52	11:30-12:30		Responsible investment society meet and greet	JCR
	T53	13:00-14:00		Oriental society lunch	Café and Bar
	T54	14:00-17:00		Outdoor activities	Backs
	T55	14:00-17:00		Punting	Backs
	T57	18:00-20:00	17:45-20:15	Christian Union Pizza Dinner	JCR
	T58	19:00-22:30		Bowling	Meet at Great Gate
	T59	19:30-21:30	19:30-21:30	Mathematics Society event	Junior Parlour
	T60	21:00-22:00	20:45-22:15	Magpie and Stump event	Winstanley Lecture Theatre
	B20	18:30-22:30	18:00-23:00	Fellows' Panel + International Food Night	Marquee in Nevile's Court
<b>04/10/2018 (Th)</b>	T61	18:00-20:00		College Family Dinner	parents' rooms
	B21	20:00-23:00	20:00-23:00	Grad Bar Night and Pub Quiz	College Cafe and Bar
	T62	20:00-21:30		Night time Punting	Backs
	T63	21:30-01:00	21:00-1:20	Movie Night	JCR
<b>05/10/2018 (F)</b>	T65	14:00-16:00		Meet TCSU committee	TCSU President's Room (tbc)
	B22	19:15-23:30	18:45-20:00	BA Dinner and Jazz in the Bar	OCR and Bar for Predrinks; Great Hall for the Dinner; Post drinks and Jazz in the College Cafe and Bar
	T66	21:00-23:30	18:30-23:59	Nevile's Ent	Marquee in Nevile's Court

Date		Event time	Booking time	Event	Venue
06/10/2018 (Sat)	B23	08:00-10:00		Parkrun	Meet at Great Gate
	B24	12:00-14:00		Picnic Brunch	South Paddock
	T67	13:00-16:00		Freshers' Sports Day	Old Fields
	B25	14:00-17:00		Trip to the Botanic Garden	Meet at the Great Gate
	T68	16:00-18:00	15:30-18:30	BME Mingle	Allhusen Room
	T69	19:30-21:30	19:45-21:45	Travisty Society Event	Junior Parlour
07/10/2018 (Sun)	B26	14:00-16:00		Punting with Strawberries and Prosecco	Meet at the Avenue
				Hall is closed so the Servery will be in the Marquee	Marquee in Nevile's Court
10/10/2018 (Wed)		19:00-19:45		Undergraduate Freshers' drinks with the Master	The Master's Lodge
13/10/2018 (Sat)		09:30-10:00		Additional Fire and Safety talk (if needed)	TBC?
		10:30-11:30		GRAD Matriculation Photograph (gowns)	Nevile's Court
		12:00-12:10		Great Court Run	Great Court
		12:10-13:00		Prize-giving by ARDO and refreshments	College Cafe and Bar
				Pre-matriculation Dinner Drinks	Tutors' rooms
				Matriculation Dinner	Hall
		21:30-23:30		Post-matriculation Dinner Drinks	Public rooms in College
16/10/2018 (Tu) (tbc)		17:30-19:30	17:30-19:30	Matriculation Photograph collection	OCO or Junior Parlour
18/10/2018 (Th) (tbc)		17:30-19:30	17:30-19:30	Matriculation Photograph collection	OCO or Junior Parlour
23/10/2018 (Tu) (tbc)		17:30-19:30	17:30-19:30	Matriculation Photograph collection	OCO or Junior Parlour

# TCSU Freshers' Week Proposal 2018

Following a successful and smooth running Freshers' Week last year, TCSU plans to run a very similar Freshers' Week for 2018, with similar events in place. We have made a few major changes to events this year, the details of which will be discussed in the proposal. This document will explain the logistics of the events we are looking to hold, along with a draft budget and what we require from college departments.

## Main Changes

### New Events

1. **Garden Party** - TCSU held a garden party during May Week in 2017 which was very successful and was thoroughly enjoyed by all those who attended. We intend to hold a similar (but smaller) garden party in Freshers' Week for the freshers to enjoy. We will be charging £2 for entry to this event, tickets for which will be available at the initial Gown Sales and also on the door. If we are able to host this event on the Fellows' Bowling Green, this will be a fantastic opportunity for freshers to see a particularly exclusive and beautiful part of the college which they may otherwise not know about.
2. **Speed Friending** - Other colleges have held similar events in the past and have received very good reviews about it. Freshers will be able to get to know most of the rest of their year through a speed-dating like event. They will be able to meet a wider variety of their year, and maybe meet people with similar hobbies who they would not have otherwise talked to.

### Replaced Events

1. **Scavenger Selfie Hunt** - Turnout to this event last year was poor, with only around 10-15 freshers taking part. Having spoken to a variety of students, we have found that this event does not have particular appeal, so we have decided to replace it with a different event which more freshers would be enthusiastic to attend.
2. **Trip to Grantchester** - Similarly to the Scavenger Selfie Hunt, turnout was very poor, with fewer than 5 freshers wanting to go to Grantchester. Since this required a lot of time from the TCSU team, having to walk to Grantchester and back, the lack of enthusiasm for the event suggests that hosting a different event would be more worth it and would benefit more freshers. We will still inform freshers that Grantchester is worth seeing, so they can perhaps visit in their own time, but we will not be scheduling this into the actual Freshers' Week itinerary.

## Contact:

I would like to thank those in advance who will take the time to read this detailed document explaining our proposed Freshers' week for 2018, and I look forward to working with you all again to achieve another clean but enjoyable week.

If anyone has any queries, please contact TCSU president Molly O'Brien at [president@tcsu.net](mailto:president@tcsu.net), or TCSU treasurer Emily Song at [treasurer@tcsu.net](mailto:treasurer@tcsu.net)

## Overview of Freshers' Week

	Date	Time	Event	Location	Budget
T1	Weds 26/09	09:00-18:30	iTCSU Helpdesk	Great Gate	£0
T2		14:00-14:30	Information Session	JCR	£0
T3		14:30-15:30	Tour of Town	Great Gate	£0
T4		16:00-18:00	Afternoon Snacks	Cafe and Bar	£30
T5		20:00-22:00	International Freshers Welcome Reception	Cafe and Bar	£100
T6	Thurs 27/09	09:00-18:30	iTCSU Helpdesk	Great Gate	£0
T7		10:30-11:00	Information Session	JCR	£0
T8		11:00-12:00	Tour of Town	Great Gate	£0
T9		12:30-14:00	Punting	The Backs	£40
T10		14:00-18:00	Tea and Doughnuts	Cafe and Bar	£50
T11		20:00-22:00	International Freshers Welcome Reception	Cafe and Bar	£140
T12		20:30-23:30	Film Night	Lower JCR	£30
T13	Fri (28/09)	09:00-18:30	iTCSU Helpdesk	Great Gate	£0
T14		10:30-11:00	Information Session	JCR	£0
T15		11:00-12:00	Tour of Town	Great Gate	£0
T16		14:00-15:30	Punting	The Backs	£40
T17		15:30-17:30	Christian Union Tea Party	Junior Parlour	£0
T18		16:00-18:00	Afternoon Snacks	Cafe and Bar	£30
T19		20:00-22:00	International Freshers Welcome Reception	Cafe and Bar	£170
T20		20:00-21:30	CUSU International Week Formal	TBC (organised externally)	£0
T21		20:30-23:00	Games Night	JCR	£15

T22	Sat (29/09) <b>Freshers Week</b>	10:00-17:00	Welcome Refreshments	Marquee in Nevile's Court	£2000
T23		08:00-18:00	TCSU Helpdesk	Great Gate	£0
T24		10:00-17:00	Gown Sales	Marquee in Nevile's Court	£0
T25		15:00-17:00	Christian Union Tea Party	Junior Parlour	£0
T26		19:00-22:30	Welcome Reception	Cafe and Bar	£1700
T27	Sun (30/09)	10:00-17:00	Welcome Refreshments	Cafe and Bar	£0
T28		08:30-18:00	TCSU on call	Great Gate	£0
T29		14:00-16:30	Tour of Cambridge	Marquee in Nevile's Court	£0
T30		10:00-17:00	Gown Sales	Cafe and Bar	£0
T31		18:00-19:50	College Family Introductions	Parents' rooms	£1085
T32		19:45-23:00	Freshers' Formal Hall	Hall	£0
T33		21:15-22:15	Chaplain's Squash	Wren Cloisters	£0
T34		22:30	Movie Night	Lower JCR	£30
T35		22:30	Club Night	Great Gate	£0
T36	Mon (01/10)	11:30-13:00	Welcome Talks	Marquee in Nevile's Court	£1224
T37		13:00-15:00	Christian Union Pizza Lunch	Junior Parlour	£0
T38		15:00-17:30	Garden Party	Fellows' Bowling Green	£2000 - £400
T39		20:00-21:30	Quiz Night	Cafe and Bar	£15
T40		21:30-22:30	College Registered Society Reception (First and Third Boat Club)	Cafe and Bar	£0
T41		22:30	Club Night	Great Gate	£0
T42	Tues (02/10)	09:00-15:00	Consent Workshops	OCR and Allhusen Room	£285

T44		15:30-16:30	Speed Friending	Marquee in Nevile's Court	£0
T45		17:00-18:30	Politics Society Mingle	JCR/ JP	£0
T46		18:00-20:00	BBQ on the Backs	Brewhouse Lawn	£2100 - but also revenue of £600
T47		20:00-21:00	Night time Punting	The Backs	£100
T48		18:30-22:00	Pub Tour	Cafe and Bar	£0
T49		19:30-20:30	Science Society Mingle	JCR	£0
T50		20:30-22:00	LGBTQ Mingle	Cafe and Bar	£30
T51		22:30	Club Night	Great Gate	£100- LGBTQ night entry
T52	Weds (03/10)	11:30-12:30	Responsible Investment Society Meet & Greet	JCR	£0
T53		13:00-14:00	Oriental Society Lunch	Cafe and Bar	£0
T54		14:00-17:00	Outdoor Activities	The Backs	£0
T55		14:00-17:00	Punting	The Backs	£60
T56		17:00-18:30	Femsoc Meet and Mingle	JCR	£0
T57		18:00-20:00	Christian Union Pizza Dinner	JCR	£0
T58		19:00-22:30	Bowling	Great Gate	£300
T59		19:30-21:30	Mathematics society event	JP	£0
T60		21:00-22:00	Magpie and Stump Event	OCR	£0
		22:30	Club Night	Great Gate	£0
T61	Thurs (04/10)	18:00-20:00	College Family Dinner	Determined by parents	£0
T62		20:00-21:30	Night time Punting	The Backs	£100
T63		21:30-01:00	Movie Night	Lower JCR	£30
T65	Fri (05/10)	14:00-16:00	Meet the TCSU Committee	President's Room	£100

T66		21:00-23:30	Nevile's Ent	Marquee in Nevile's Court	£2300
T67	Sat (06/10)	13:00-16:00	Freshers Sports Day	Old Fields	£0
T68		16:00-18:00	BME Mingle	Allhusen Room	£100
T69		19:30-21:30	Travisty Society Event	Junior Parlour	£0

Total costs: £15,788

Total revenue: £1000

**Overall cost: £14,788**

# International Freshers' Week

26/09/18 (Wednesday)

## T1 - iTCSU Helpdesk (09:00 - 18:30)

This will involve iTCSU members helping new international students move in and answer any immediate questions.

Support required:

- Works: 1 table and 2 chairs to create a helpdesk at the front of Great Gate
- Porters: We would like to ask the Porters if we could keep the table and chairs in the old college office during the evenings for ease of maneuvering for the works department and TCSU

Budget: £0

## T2 - Information Session (14:00 - 14:30)

The information session will provide new international students with important information about settling into the UK, such as where to get a sim card, healthcare services, banking and more. This will take place in the JCR.

Budget: £0

## T3 - Tour of Town (14:30 - 15:30)

Following the information session, iTCSU will run a tour of Cambridge, starting at Great Gate. This will allow the international students to get to know the town better, as well as using information from the previous session to perhaps sort out some practical issues, such as going to a phone shop.

Budget: £0

## T4 - Afternoon Snacks (16:00 - 18:00)

This will take place in the college Cafe and Bar, and will give international freshers an opportunity to get to know each other better in a relaxed environment. Non-alcoholic drinks, such as soft drinks, water, tea and coffee, will be provided by the catering department. iTCSU will also provide snacks, including crisps, biscuits, doughnuts etc.

Support required:

- Catering: provision of refreshments (tea, coffee, soft drinks) from the bar

Budget: £10 - for refreshments from the catering department

£20 - for snacks provided by iTCSU

Total: £30

## T5 - International Freshers Welcome Reception (20:00 - 22:00)

A welcome reception will be held in the college Cafe and Bar for freshers to meet one another over drinks and snacks. TCSU will provide a variety of snacks (crisps, biscuits, doughnuts etc.), and will also have a bar tab for alcoholic and non-alcoholic drinks for the freshers to purchase. We will use a token system to ensure an even distribution of free drinks and to monitor each individual's allowance.

Support required:

- Catering: £100 bar tab

Budget: £25 - snacks

£75 - drinks from the bar

Total: £100

27/09/18 (Thursday)

## T6 - iTCSU Helpdesk (09:00 - 18:30)

This will involve iTCSU members helping new international students move in and answer any immediate questions.

Support required:

- Works: 1 table and 2 chairs to create a helpdesk
  - Hopefully this will be able to stay in old college office so iTCSU will move it and the only support required will be for Porters to open the old college office for iTCSU

Budget: £0

## T7 - Information Session (10:30 - 11:00)

As new international freshers will be arriving on this day as well, we will run the information session and tour of town again. The information session will provide new international students with important information about settling into the UK, such as where to get a sim card, healthcare services etc. This will take place in the JCR.

Budget: £0

## T8 - Tour of Town (11:00 - 12:00)

Following the information session, iTCSU will run a tour of Cambridge, starting at Great Gate. This will allow the international students to get to know the town better, as well as using information from the previous session to perhaps sort out some practical issues, such as going to a phone shop.

Budget: £0

## T9 - Punting (12:00 - 14:00)

International freshers will have the opportunity to try out punting during this time, with TCSU booking out punts for them to use free of charge.

Budget: £40 - 8 punts for two hours at £5/ 2 hours

## T10 - Tea and Doughnuts (14:00 - 18:00)

Another opportunity for freshers to meet and mingle, taking place in the Cafe and Bar. TCSU will provide snacks and non-alcoholic drinks, such as tea, hot chocolate, coffee and water.

Support required:

- Catering: £30 bar tab

Budget: £25 - snacks, e.g. crisps, biscuits, doughnuts

£25 - non-alcoholic drinks from the bar

Total: £50

## T11 - International Freshers Welcome Reception (20:00 - 22:00)

A welcome reception will be held in the college Cafe and Bar for freshers to meet one another over drinks and snacks. TCSU will provide a variety of snacks (crisps, biscuits, doughnuts etc.), and will also have a bar tab for alcoholic and non-alcoholic drinks for the freshers to purchase. We will use a token system to ensure an even distribution of free drinks and to monitor each individual's allowance.

Support required:

- Catering: £140 bar tab

Budget: £50 - snacks

£90 - drinks from the bar

Total: £140

## T12 - Film Night (20:30 - 23:30)

The film night will take place in the lower JCR and will allow freshers to get to know each other in a relaxed, alcohol-free environment. TCSU will provide some snacks for the movie and clean up any mess afterwards.

Budget: £30 - snacks, e.g. popcorn, crisps etc.

28/09/18 (Friday)

### T13 - iTCSU Helpdesk (09:00 - 18:30)

This will involve iTCSU members helping new international students move in and answer any immediate questions.

Support required:

- Works: 1 table and 2 chairs to create a helpdesk
  - Hopefully this will be able to stay in old college office so iTCSU will move it and the only support required will be for Porters to open the old college office for iTCSU

Budget: £0

### T14 - Information Session (10:30 - 11:00)

As new international freshers will be arriving on this day as well, we will run the information session and tour of town again. The information session will provide new international students with important information about settling into the UK, such as where to get a sim card, healthcare services etc. This will take place in the JCR.

Budget: £0

### T15 - Tour of Town (11:00 - 12:00)

Following the information session, iTCSU will run a tour of Cambridge, starting at Great Gate. This will allow the international students to get to know the town better, as well as using information from the previous session to perhaps sort out some practical issues, such as going to a phone shop.

### T16 - Punting (14:00 - 16:00)

International freshers who haven't yet had the chance to punt will have the opportunity to try out punting during this time, with TCSU booking out punts for them to use free of charge.

Budget: £40- 8 punts for two hours at £5/ 2 hours

### T17 - Christian Union Tea Party (15:30 - 17:30)

The Christian Union society will be organising this event, which will take place in the Junior Parlour.

## T18 - Afternoon Snacks (16:00 - 18:00)

Freshers will be able to relax and chat over snacks and drinks in the College Cafe and Bar, with TCSU providing snacks.

Budget: £30 - snacks

## T19 - International Freshers Welcome Reception (20:00 - 22:00)

A welcome reception will be held in the college Cafe and Bar for freshers to meet one another over drinks and snacks. TCSU will provide a variety of snacks (crisps, biscuits, doughnuts etc.), and will also have a bar tab for alcoholic and non-alcoholic drinks for the freshers to purchase. We are expecting more freshers to attend this welcome reception since all international freshers will have arrived by this day. We will use a token system to ensure an even distribution of free drinks and to monitor each individual's allowance.

Support required:

- Catering: £150 bar tab

Budget: £70 - snacks

£100 - drinks from the bar

Total: £170

## T20 - CUSU International Week Formal (20:00 - 21:30)

CUSU will host a university-wide formal for international students, where they will be able to meet freshers from lots of other colleges as well as Trinity, in a formal hall environment. The college at which this will be hosted is yet to be confirmed. Students will pay to attend this formal.

Budget: £0

## T21 - Games Night (20:30 - 23:00)

This will take place in the JCR, with freshers making use of the board games, pool table and games console in the JCR. TCSU will provide snacks for this evening.

Budget: £15 - snacks

# Freshers' Week

29/09/18 (Saturday)

## T22, T24 - Welcome Refreshments and Gown Sales (10:00 - 17:00)

This will take place in the marquee in Neville's Court all day - freshers will be able to purchase gowns, club wristbands, BBQ tickets, garden party tickets, t-shirts, keep cups and Trinity stash while refreshments will be provided for them and their families. The catering department will also be able to try out the upaychilli system through these sales, with a TCSU member and a member of catering keeping track of the quantities sold.

Support required:

- Works: We will need the works department to set out tables for sales on one side of the marquee (approximately 6 tables), and for a tea reception on the other (approximately 12 tables) - about 60 chairs in total.
- Catering: Provision of refreshments, as well as the use of the upaychilli system and tills to put through the payments and test out whether the system works. This will require a number of members of catering staff.

Budget: £2000 - for tea, coffee, juice and biscuits provided by the catering department.

## T23 - TCSU Helpdesk (08:00 - 18:00)

Similar to the iTCSU helpdesk, TCSU members will be available at Great Gate to help freshers move in and answer questions.

Support required:

- Works: We will need one table and 5 chairs to place outside of Great Gate from the works department.
  - Hopefully these will have been able to stay in old college office so we will only require a few more chairs that TCSU are happy to move, assuming the Porters can open the old college office for us.

Budget: £0

## T25 - Christian Union Tea Party (15:00 - 17:00)

This has been cancelled.

## T26 - Welcome Reception (19:00 - 22:30)

This will take place in the Bar, to provide freshers with the opportunity to mix and get to know each other in a relaxed environment. TCSU will provide drinks tokens for freshers to purchase both alcoholic and non-alcoholic drinks from the bar. We will also provide some snacks, e.g. crisps, pretzels. We will use a token system to ensure an even distribution of free drinks and to monitor each individual's allowance. Noise levels are likely to be quite high, with music in the background and lots of conversation.

Support required:

- Catering: £1250 bar tab

Budget: £1000 - TCSU will provide a bar tab at the college bar for freshers to purchase drinks.

£450 - for snacks.

£250 for a live jazz band

Total: £1700

30/09/18 (Sunday)

## T27, T30 - Welcome Refreshments and Gown Sales (10:00 - 17:00)

Similarly to on the previous day, freshers arriving on the Sunday and also those who did not get the chance to purchase gowns etc. on the Saturday will be able to do this on the second day.

This will be in the college bar on this day so we will not need the tables and chairs in the marquee anymore. TCSU and TCSU+ will carry the products from the marquee to the bar, and a member of the catering department will be there to set up a till.

Support required:

- Catering: A member of the catering department will be needed to set up the till and monitor sales alongside a TCSU member during the day

Budget: £0

## T28 - TCSU on call (08:30 - 18:00)

Since we are not expecting many freshers to arrive on the Sunday (based on last year, when only three arrived on the Sunday), the helpdesk will not be in place at Great Gate. However, TCSU will be on call from the Porters so that if a new student does arrive, a TCSU member will be notified and can quickly get to Great Gate to help the student settle in.

Support required:

- Porters: We will need the Porters to contact the TCSU phone when a student arrives.

Budget: £0

## T29 - Tour of Cambridge (14:00 - 16:30)

TCSU members will be touring new students around Cambridge, starting from the Marquee in Neville's Court, as large numbers of students can meet without clogging up entrances. This will help familiarise them with Trinity College and the rest of the city. Tours will be in groups of 10-15 people, leaving the Marquee at staggered times.

We may need a few more megaphones.

Budget: £0-£15

## T31 - College Family Introductions (18:00 - 19:50)

New students will have a chance to meet and get to know their college parents in this time before the Freshers' Formal Hall. This will take place in college parents' rooms, with each family being provided with one bottle of sparkling wine and one bottle of apple juice. We will ensure that parents are briefed beforehand on alcohol consumption so freshers drink responsibly. We suggest that all parents attend a short briefing by Ian Reinhardt, the catering manager, on their behaviour and their children's behaviour. Parents could then collect their entitled drinks after this.

Support required:

- Catering: provision of wine and apple juice, as well as the briefing of parents concerning responsible drinking.

Budget: £335 - 100 bottles of apple juice from the catering department.

£750 - 100 bottles of wine from the catering department.

Total: £1085

## T32 - Freshers' Formal Hall (19:45 - 23:00)

Organised by the catering department.

We are advertising this event to start at 19:45 to ensure no one is late.

## T33 - Chaplain's Squash (21:15 - 22:15)

This will take place in the Wren Cloisters, and will be an opportunity for new students to learn about what college societies are on offer and sign up to the ones they are interested in. College societies will have a stall each which they will prepare.

Support required:

- Works: We will need 40 tables and 40 chairs from the works department for the societies to set up their stalls.

Budget: £0

## T34 - Movie Night (22:30)

The movie night will take place in the lower JCR and will allow freshers to get to know each other in a relaxed, alcohol-free environment. TCSU will provide some snacks for the movie and clean up any mess afterwards.

Budget: £30 - snacks, e.g. popcorn, crisps etc.

## T35 - Club Night (22:30)

External to Trinity - freshers have the option to use their club wristband to attend a club night. A TCSU member will meet them at Great Gate to help them make their way to the club and at least one will stay at the club with their TCSU jumper on in case anyone gets into difficulty or wants someone to walk them back.

Budget: £0

01/10/18 (Monday)

### T36 - Welcome Talks (11:30 - 13:00)

The welcome talks will take place in the Marquee in Nevile's Court following the matriculation photographs. During these, freshers will receive information about key college members, the TCSU committee, fire safety, and general Trinity rules/ life. At the end of the talks, refreshments will be provided by the catering department.

Support required:

- Works: We will need the works department to set up the chairs in the Marquee in rows for students, and then for TCSU and staff members at the front and sides.
- Catering: Provision of refreshments and sandwiches following the talks

Budget: £1224 - for sandwiches, tea, coffee, juice and water provided by the catering department.

### T37 - Christian Union Pizza Lunch (13:00 - 15:00)

This event has been cancelled.

### T38 - Garden Party (15:00 - 17:30)

We intend to get the permission of Fellows to host a Freshers' Garden Party similar to the summer TCSU garden party on the Fellows' Bowling Green. This will provide a relaxed environment in a particularly impressive and exclusive part of Trinity where the Freshers can go with friends, make new friends and have a fun midday break. This will involve supplying food, drinks (non-alcoholic), live music and garden games.

Support required:

- Works: We will need 3 tables from the works department for catering to use, we may also need some power sockets depending on what entertainments we decide on
- Catering: Provision of drinks and buffet style food, as well as members of staff to serve the food and drinks
- Gardens: We request the use of the Bowling Green for this event

Budget: £1500 - for non-alcoholic drinks, and buffet style food (sandwiches, pasta, cakes etc.) from catering

£200 - for live music

£300 - for hire of a popcorn and candy floss machine

Total: £2000

We will be charging £2 for a ticket to the garden party, which freshers will be able to purchase either at the sales in the Marquee on the initial weekend or on the door. We are expecting around 150 freshers to attend this event, so hopefully bringing in £400 in revenue.

Overall cost: £1600

### **T39 - Quiz Night (20:00 - 21:00)**

TCSU will host a quiz night in the bar, at which freshers can take part in the quiz in groups. There will be a prize available for the winning team which TCSU will provide. There will be noise due to microphones used for hosting the quiz and freshers discussing answers.

Budget: £5 - for printing quizzes

£10 - for the prize

Total: £15

### **T40 - College Registered Society Reception (First and Third Boat Club) (21:30 - 22:30)**

Following the quiz night, the Boat Club will host a reception in the bar to encourage the freshers to sign up for rowing outings. This will be organised by the society.

Budget: £0

### **T41 - Club Night (22:30)**

External to Trinity - freshers have the option to use their club wristband to attend a club night. A TCSU member will meet them at Great Gate to help them make their way to the club.

Budget: £0

02/10/18 (Tuesday)

## T42 - Consent Workshops (09:00 - 15:00)

TCSU will run consent workshops in the OCR and Allhusen Room in groups of 20. This will provide freshers with important information for their university life. Refreshments will also be provided for the workshops.

Support required:

- Works: We will need 25 chairs in each room from the works department.
- Accommodation: Booking of OCR and Alhuesen Rooms

Budget: £60 - for printing documents needed for the workshops.

£225 - for snacks during the workshop (biscuits etc.)

Total: £285

## T44 - Speed Friending (15:30 - 16:30)

This will entail a speed-dating like event, which will allow lots of the freshers to get talking to most of their new year, who they may not otherwise have the chance to. It will give the freshers a chance to talk to and meet a wider variety of their year, maybe meeting people with similar hobbies and interests. We have had reviews from other colleges that this was a great success.

Support required:

- Works: We will need 100 chairs and 40 tables from the works department.

Budget: £0

## T45 - Politics Society Mingle (17:00 - 18:30)

This event will be organised by the politics society and will take place in the JCR.

## T46 - BBQ on the Backs (18:00 - 20:00)

Hall will closed on this date so we will be hosting a BBQ on the Brewhouse Lawn for the freshers instead. The BBQ will cater to a range of dietary requirements. In the event of bad weather, we would move this event to the Marquee or Wren Cloisters.

Support required:

- Works: To set up a marquee on Brewhouse to hold the BBQ, this may be included by the external company if catering can't provide food. We may require power for the food apparatus.
- Gardens: we request permission to use the Brewhouse Lawn for this event

Budget: £2050 - to provide the BBQ food, from an externally sourced provider  
£50 – soft drinks provided by catering

We will be selling tickets to the BBQ at the initial sales at £4 each, and are expecting around 150 freshers to attend, since hall will be closed this evening, bringing in £600 in revenue.

Overall cost: £1500

### **T47 - Night time Punting (20:00 - 21:00)**

We will hire punts from the Trinity puntsman for the evening, for groups of freshers to try out punting on the Cam. TCSU members will be there to supervise.

Budget: £100 - for 10 punts at £10 each for the hour

### **T48 - Pub Tour (18:30 - 22:00)**

TCSU will take freshers round some of the pubs of Cambridge, meeting at the college bar first.

Budget: £0

### **T49 - Science Society Mingle (19:30 - 20:30)**

This will be organised by the science society and will take place in the JCR.

### **T50 - LGBTQ Mingle (20:30 - 22:00)**

This will be a chance for the freshers to get to know our LGBT officer, Anna, and is vital for inclusion and welfare. It will take place in the bar before the Glitterbomb night out.

Support required:

- Catering: £30 bar tab

Budget: £30 - alcoholic and non-alcoholic drinks at the bar, and some snacks (crisps etc.)

### **T51 - Club Night (22:30)**

External to Trinity - freshers have the option to use their club wristband to attend a club night. A TCSU member will meet them at Great Gate to help them make their way to the club.

In addition, Tuesday night is the Glitterbomb LGBTQ club night in Cambridge. We will supply free wristbands for entry meaning that freshers will get free entry to this club night or the alternative on the main wristband. This means that students who want to go to the LGBT night will not be penalised financially.

Budget: £100- for the tickets for entry to this club night  
03/10/18 (Wednesday)

### **T52 - Responsible Investment Society Meet & Greet (11:30 - 12:30)**

This will be organised by the society itself and will take place in the JCR.

### **T53 - Oriental Society Lunch (13:00 - 14:00)**

This will be organised by the Oriental Society and will take place in the Cafe and Bar.

### **T54 - Outdoor Activities (14:00 - 17:00)**

The Trinity Field Club, together with TCSU will host outdoor activities, in which freshers can try out a variety of sports in a very casual environment with their new found friends. This will take place on the Backs.

Budget: £0

### **T55 - Punting (14:00 - 17:00)**

At the same time as the outdoor activities are taking place, TCSU will hire out punts for the freshers to use (an hour at a time). With the three hours available, this will give new students the opportunity both to try the outdoor activities and punting, especially if they were unable to get a punt during the night time punting activity.

Budget: £60 - for hiring 12 punts for 2 hours each, at £5/ 2 hours

### **T56 - Femsoc Meet and Mingle (17:00 - 18:30)**

This will be organised by Femsoc and will take place in the JCR.

### **T57 - Christian Union Pizza Dinner (18:00 - 20:00)**

This will be organised by the Christian Union and will take place in the JCR.

### **T58 - Bowling (19:00 - 22:30)**

This activity will again allow freshers to get to know each other in a relaxed, alcohol-free environment. TCSU will also provide taxis/minibuses to get freshers to the bowling alleys and back, with freshers meeting at Great Gate.

Budget: £230 - for the bowling  
£70 - for taxis there and back  
Total: £300

### **T59 - Mathematics Society Event (19:30 - 21:30)**

This will be organised by Maths Society and will take place in the Junior Parlour.

### **T60 - Magpie and Stump Event (21:00 - 22:00)**

This will be organised by Magpie and Stump and will take place in the OCR.

### **T60.5 - Club Night (22:30)**

External to Trinity - freshers have the option to use their club wristband to attend a club night. A TCSU member will meet them at Great Gate to help them make their way to the club.

Budget: £0

04/10/18 (Thursday)

### T61 - College Family Dinner (18:00 - 20:00)

Following the first day of lectures, college parents will arrange a family dinner with their college children to see how they are finding university life. This will be organised independently by each family.

Budget: £0

### T62 - Night time Punting (20:00 - 21:30)

We will hire punts from the Trinity puntsman for the evening, for groups of freshers to try out punting on the Cam. This will give the freshers who didn't get the opportunity to try night time punting the first night to have a go.

Budget: £100 - for 10 boats at £10 each

### T63 - Movie Night (21:30 - 01:00)

The movie night will take place in the lower JCR and will allow freshers to get to know each other in a relaxed, alcohol-free environment. TCSU will provide some snacks for the movie.

Budget: £30 - snacks, e.g. popcorn, crisps etc.

05/10/18 (Friday)

## T65 - Meet the TCSU Committee (14:00 - 16:00)

This will take place in the President's Room and gives an opportunity for freshers to meet the committee and ask any questions they may have. They will be able to get know the team and get to know that we are an approachable group of people. TCSU will also provide refreshments and snacks.

Support required:

- Catering: provision of refreshments

Budget: £100 - for tea, coffee, juice, biscuits and cakes from the catering department

## T66 - Nevile's Ent (21:00 - 23:30)

This will take place in the Marquee in Nevile's Court, and will be the big event at the end of Freshers' Week, with music, food, drinks and a photobooth. There will be amplified music and other noise (singing, talking etc.) on this evening. TCSU will provide both alcoholic and non-alcoholic drinks and snacks, from the catering department. We will also provide a chocolate fountain and dipping items from an external provider. A photobooth will also be available for freshers to take photos together to keep the memory of their first week at university with their new found friends.

Support required:

- Works: We will need 20 chairs along the sides of the marquee, 4 tables for the bar and 3 tables for the food, provided by the works department.
- Catering: provision of drinks and snacks

Budget: £1200 - for drinks and snacks from the catering department

£350 - for the chocolate fountain

£300 - for the photobooth

£100 - for the DJ

£50 - for a photographer, so that photos other than photobooth photos can be taken

£400 – for the extra catering staff and porters

Total: £2300

06/10/18 (Saturday)

### T67 - Freshers Sports Day (13:00 - 16:00)

This will be organised by Trinity's Field Club to give freshers the opportunity to try out the different sports societies on offer. It will take place on Old Fields and in Trinity's gym (for use of courts).

### T68 - BME Mingle (16:00 - 18:00)

This will give BME freshers an opportunity to get to know each other better and also get to know our BME officer, Kiran. This event can provide information about what life as a BME student is like, and what other events and groups are available to get involved in over the year. Pizza and non-alcoholic drinks will be provided, and the mingle will take place in the Allhusen Room.

Support required:

- Catering: provision of non-alcoholic drinks

Budget: £20 - for pizza

£10 - for non-alcoholic drinks, such as juice, water etc.

Total: £30

### T69 - Travisty Society Event (19:30 - 21:30)

This will be organised by Travisty Trinity's newspaper Society and will take place in the Junior Parlour.

# TCSU Budget Proposal Freshers' Week 2018

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After a successful, smooth-running Freshers' week, we are keeping the majority of the week exactly as the same with two new events replacing two unpopular ones. We aim for our Freshers' week to be an inclusive, fun few days for all incoming students, and so are offering a wide variety of events that hopefully will have something for everyone. This will be the first opportunity for new Freshers' to meet other students in the same position but also older students who have been through it all before, and therefore we want to make it as stress-free and enjoyable as possible.

## Event timetable:

	Date	Time	Event	Location	Budget
T1	Weds 26/09	09:00-18:30	iTCSU Helpdesk	Great Gate	£0
T2		14:00-14:30	Information Session	JCR	£0
T3		14:30-15:30	Tour of Town	Great Gate	£0
T4		16:00-18:00	Afternoon Snacks	Cafe and Bar	£30
T5		20:00-22:00	International Freshers Welcome Reception	Cafe and Bar	£100
T6	Thurs 27/09	09:00-18:30	iTCSU Helpdesk	Great Gate	£0
T7		10:30-11:00	Information Session	JCR	£0
T8		11:00-12:00	Tour of Town	Great Gate	£0
T9		12:30-14:00	Punting	The Backs	£40
T10		14:00-18:00	Tea and Doughnuts	Cafe and Bar	£50
T11		20:00-22:00	International Freshers Welcome Reception	Cafe and Bar	£140
T12		20:30-23:30	Film Night	Lower JCR	£30
T13	Fri (28/09)	09:00-18:30	iTCSU Helpdesk	Great Gate	£0
T14		10:30-11:00	Information Session	JCR	£0
T15		11:00-12:00	Tour of Town	Great Gate	£0
T16		14:00-15:30	Punting	The Backs	£40
T17		15:30-17:30	Christian Union Tea Party	Junior Parlour	£0
T18		16:00-18:00	Afternoon Snacks	Cafe and Bar	£30
T19		20:00-22:00	International Freshers Welcome Reception	Cafe and Bar	£170
T20		20:00-21:30	CUSU International Week Formal	TBC (organised externally)	£0
T21		20:30-23:00	Games Night	JCR	£15
T22	Sat	10:00-17:00	Welcome Refreshments	Marquee in Neville's	£2000

	(29/09) Freshers Week			Court	
T23		08:00-18:00	TCSU Helpdesk	Great Gate	£0
T24		10:00-17:00	Gown Sales	Marquee in Nevile's Court	£0
T25		15:00-17:00	Christian Union Tea Party	Junior Parlour	£0
T26		19:00-22:30	Welcome Reception	Cafe and Bar	£1500
T27	Sun (30/09)	10:00-17:00	Welcome Refreshments	Cafe and Bar	£0
T28		08:30-18:00	TCSU on call	Great Gate	£0
T29		14:00-16:30	Tour of Cambridge	Marquee in Nevile's Court	£0
T30		10:00-17:00	Gown Sales	Cafe and Bar	£0
T31		18:00-19:50	College Family Introductions	Parents' rooms	£1085
T32		19:45-23:00	Freshers' Formal Hall	Hall	£0
T33		21:15-22:15	Chaplain's Squash	Wren Cloisters	£0
T34		22:30	Movie Night	Lower JCR	£30
T35		22:30	Club Night	Great Gate	£0
T36	Mon (01/10)	11:30-13:00	Welcome Talks	Marquee in Nevile's Court	£1224
T37		13:00-15:00	Christian Union Pizza Lunch	Junior Parlour	£0
T38		15:00-17:30	Garden Party	Fellows' Bowling Green	£2000 – but also £400 revenue
T39		20:00-21:30	Quiz Night	Cafe and Bar	£15
T40		21:30-22:30	College Registered Society Reception (First and Third Boat Club)	Cafe and Bar	£0
T41		22:30	Club Night	Great Gate	£0
T42	Tues (02/10)	09:00-15:00	Consent Workshops	OCR and Allhusen Room	£285
T44		15:30-16:30	Speed Friending	Marquee in Nevile's Court	£0
T45		17:00-18:30	Politics Society Mingle	JCR/ JP	£0
T46		18:00-20:00	BBQ on the Backs	Brewhouse Lawn	£2100 - but also revenue of £600
T47		20:00-21:00	Night time Punting	The Backs	£100
T48		18:30-22:00	Pub Tour	Cafe and Bar	£0
T49		19:30-20:30	Science Society Mingle	JCR	£0
T50		20:30-22:00	LGBTQ Mingle	Cafe and Bar	£30
T51		22:30	Club Night	Great Gate	£100- LGBTQ night entry
T52	Weds (03/10)	11:30-12:30	Responsible Investment Society Meet & Greet	JCR	£0
T53		13:00-14:00	Oriental Society Lunch	Cafe and Bar	£0
T54		14:00-17:00	Outdoor Activities	The Backs	£0

T55		14:00-17:00	Punting	The Backs	£60
T56		17:00-18:30	Femsoc Meet and Mingle	JCR	£0
T57		18:00-20:00	Christian Union Pizza Dinner	JCR	£0
T58		19:00-22:30	Bowling	Great Gate	£300
T59		19:30-21:30	Mathematics society event	JP	£0
T60		21:00-22:00	Magpie and Stump Event	OCR	£0
		22:30	Club Night	Great Gate	£0
T61	Thurs (04/10)	18:00-20:00	College Family Dinner	Determined by parents	£0
T62		20:00-21:30	Night time Punting	The Backs	£100
T63		21:30-01:00	Movie Night	Lower JCR	£30
T65	Fri (05/10)	14:00-16:00	Meet the TCSU Committee	President's Room	£100
T66		21:00-23:30	Nevile's Ent	Marquee in Nevile's Court	£1920
T67	Sat (06/10)	13:00-16:00	Freshers Sports Day	Old Fields	£0
T68		16:00-18:00	BME Mingle	Allhusen Room	£30
T69		19:30-21:30	Travisty Society Event	Junior Parlour	£0

### Budget breakdown:

Event	What will be supplied	Dates	Price	Who will supply it
<b>Information session</b>	Information sheets for international Freshers	Wednesday 26/09 Thursday 27/09 Friday 28/09	<b>£4</b>	TCSU will provide
<b>Afternoon Snacks for international Freshers'</b>	Crisps, cakes, biscuits, soft drinks	Wednesday 26/09 Friday 28/09	£30 + £30 <b>= £60</b>	Catering
<b>Welcome Reception for International Freshers'</b>	Alcoholic and non-alcoholic drinks with a bowl of crisps	Wednesday 26/09 Thursday 27/09 Friday 28/09	£100 + £140 + £170 <b>= £410</b>	Catering
<b>Punting</b>	Punts	Thursday 27/09 Friday 28/09 Tuesday 02/10 Wednesday 03/10	£40 + £40 + £100 + £60 + £100 <b>= £340</b>	Trinity Punts

Thursday 04/10				
<b>Tea and Doughnuts</b>	Tea and doughnuts	Thursday 27/09	<b>£50</b>	Catering
<b>Movie night</b>	Popcorn	Thursday 27/09 Sunday 30/09 Thursday 04/10	£30 + £30 + £30 = <b>£90</b>	TCSU will purchase
<b>Games night</b>	Chocolate and crisps	Friday 28/09	<b>£15</b>	TCSU will purchase
<b>Welcome Refreshments</b>	170 students with 2 parents each, receiving cup of coffee and bun	Saturday 29/09	<b>£2000</b>	Catering
<b>Welcome reception</b>	Alcoholic and non-alcoholic drinks with a few bowls of crisps and cheese straws and a jazz band.	Saturday 28/09	£1450 + £250  = <b>£1700</b>	Catering
<b>College family refreshments</b>	1 bottle of sparkling wine and 1 bottle of apple juice	Sunday 30/09	<b>£1085</b>	Catering
<b>Sandwich lunch following welcome talks</b>	204 students getting 4 quarters and a soft drink	Monday 01/10	<b>£1224</b>	Catering
<b>Garden Party</b>	Variety of sandwiches and cakes, interesting soft drinks (mocktails) and hot drinks (hot chocolate). Live jazz band. Popcorn and candyfloss machine	Monday 01/10	£1500 + £200 + £300 -£400  = <b>£1600</b>	Catering, Lynn Dixon popcorn and candyfloss, TCMS supply jazz band

<b>Quiz night prize</b>	Printing quizzes and a prize	Monday 01/10	<b>£15</b>	TCSU will provide
<b>Consent workshop</b>	Tea and coffee for 100 students and printing of paper of information	Tuesday 02/10	£225 + £60 <b>= £285</b>	Catering
<b>BBQ on the backs</b>	Soft drinks and BBQ	Tuesday 02/10	£50 + £2050 – revenue of £600  <b>= £1500</b>	Catering for soft drinks, Crucial Cuisine for BBQ
<b>LGBTQ mingle</b>	Snacks and drinks	Tuesday 02/10	<b>£30</b>	Catering
<b>LGBTQ club night entry</b>	Tickets for 25	Tuesday 02/10	<b>£100</b>	Kuda Cambridge
<b>Bowling</b>	Taxi's to bowling and renting 9 lanes	Wednesday 03/10	£70 + £230 <b>= £300</b>	Cambridge bowling
<b>Meet the TCSU committee</b>	Snacks and apple juice	Friday 05/10	<b>£100</b>	Catering
<b>Nevile's Ent</b>	Alcoholic and non-alcoholic drinks with some bowls of crisps and a chocolate fountain. A photobooth, photographer and DJ. We will also cover the cost of having two porters present and catering staff to serve alcohol.	Friday 05/10	£1200 + £350 +£300 + £50 + £100 £400 <b>= £2300</b>	Catering and Chocolate fountain hire and Cambridgeshire photobooth
<b>BME mingle</b>	Snacks and non-alcoholic soft drinks	Saturday 06/10	<b>£100</b>	Catering
<b>TCSU+ T-shirts</b>	T-shirts for TCSU+ society members (60 members)	Saturday 29/09	<b>£480</b>	External company

<b>iTCSU T-shirts</b>	T-shirts for iTCSU committee (10 students)	Wednesday 26/09	<b>£100</b>	External company
<b>Society Prospectus</b>	Printing and management of Society prospectus in colour and stapled	Saturday 29/09	<b>£200</b>	External company and TCSU will provide
<b>Freshers' Handbook</b>	Printing and management of Freshers' handbook for 210 students	Saturday 29/09	<b>£700</b>	External company and TCSU will provide

Revenue: £1,000

Expenditure: £15,788

**Net cost: £14,788**

*This is not including gowns, club wristbands and t-shirts, which will require a buffer, all of which will be repaid.*

## Buffer:

It must be noted that the TCSU will require a buffer of funds. Similar to last year, a lot of our sales will be managed by catering using college cards and so this amount will not be received to TCSU till the start of Lent. We will be monitoring this more tightly than last year with a TCSU member alongside a catering staff member to avoid mismatches in figures.

We will require a buffer for:

- Gowns
  - We will assume every Fresher (205-210 students) will be purchasing a gown and these are at base price of £34 from Ryder and Amies. This means we will require a buffer of £7140 for these.
- Club wristband
  - We will buy 100 club night wristbands this year based on the demand for last year (a reduction from 170 purchased last year). These are charged at £12 each so we will need a buffer of £1200 for these.
- T-shirts

- We will buy 100 Freshers' T-shirts this year without a year on so they can be re-sold next year. We are going for a much safer design than last year, which we believe will increase the demand. These will be £5 each so we will need a buffer of £500 for these.
- BBQ on the backs tickets
  - We will estimate to sell 150 BBQ tickets at £3 each so will be able to pay an extra £600 back when catering bills clear.

## Conclusion:

Although our budget is higher than last year, we have been much more careful with our methods of budgeting. We believe that instead of budgeting one amount and then having to pay a different amount, it would be better for our budget to be higher but for our costs in reality to equal this. We haven't raised costs significantly in comparison to last year other than to account for differing catering costs and the addition of the garden party. A lengthy discussion with the catering department (our main expenditure) and research of all our external providers, this budget should be as close to exact as we can get this far in advance.

# Trinity College BA Society

## Freshers' Week 2018

Proposal - June 2018



### Introduction

Last year's Freshers' Week was a huge success. On multiple occasions throughout the year, freshers have informed us that it was a memorable experience and that it helped them bond as a cohort. Freshers' Week is critical to helping students settle in and feel comfortable at Trinity College.

This year, we propose a similar schedule to last year, keeping most of the core events which have worked well in the past. We will be continuing the College Family system where every new full member of the BA Society will be assigned to two or three current graduate students as parents to help them settle into Cambridge. As last year, Associate BA members will be invited to Freshers' Week events, apart from being assigned a college family and receiving a free ticket to the first BA Dinner. This year we are reintroducing a tour of the College to help freshers to familiarize themselves with key areas; such as the Wren Library, the BA Rooms, the College Bar or the Gym. We are also running again the Fellows Panel, to give new Graduates the opportunity to interact with the Fellowship right from the beginning of the academic year. This will also be used as an opportunity to look at the challenges of graduate study, including maintaining mental health, and the support they can find at Trinity and in Cambridge (for instance the College Nurse or the Mental Health Advisor).

Last year, Freshers' Week events were held from Wednesday 27th September onwards (International Freshers' Week). These early, informal events were very well attended. We therefore also intend to run them this year. We are planning to meet freshers for informal dinners in the Great Hall and pub outings in these first days as well as offering some activities in the BA Rooms.

Our members consistently praise BA Society events for providing alternatives for alcoholic drinks as well as trying to cater for many dietary restrictions. The graduate community at Trinity is very proud of being culturally diverse, so our events try to reflect that and include everyone. Many events are completely alcohol-free and when alcohol is served, it is always done so in a moderate manner, promoting a responsible drinking attitude in our members.

### Proposal Summary

An increase of £147.00 over Freshers' Week 2017 is proposed, with the increase accounted for by the higher food and beverage costs and by the fact that Medical students will now be allocated to BA Families. We believe that this additional expenditure is required to maintain the high standards of previous Freshers' Weeks and to achieve a better integration of Medicine students within the BA Community. Thank you for considering this proposal.

Signed on behalf of the committee of the BA Society,

Isabel Vallina Garcia  
President

Reece Oosterbeek  
Junior Treasurer

Annalise Higgins  
Secretary

## Budget Proposal

Event	Note(s)	2017 Budget	2017 Spend	2018 Budget
<i>Previously Held Events</i>				
Welcome Sessions	3	£180.00	£188.64	£165.00
BA Room Evenings	3	£0.00	£0.00	£0.00
English High Tea Party	4	£740.00	£717.88	£750.00
Walk to Granchester		£0.00	£0.00	£0.00
Wine and Cheese Reception	1, 2, 5	£640.00	£660.91	£700.00
Tea and Cakes in BA Rooms	4	£0.00	£0.00	£0.00
College Family Dinners	6	£650.00	£653.90	£750.00
Fellows' Panel	2, 14	£500.00	£434.20	£870.00
International Food Night	1, 7	£450.00	£426.30	
Grad Bar Night and Pub Quiz	2, 8	£250.00	£249.14	£280.00
BA Dinner and Jazz in the Bar	2, 9	£1100.00	£1157.00	£1200.00
Park Run	10	£50.00	£72.40	£75.00
BA Picnic Brunch	11	£120.00	£120.05	£125.00
Botanic Gardens Trip	12	£150.00	£76.00	£110.00
Punting with Strawberries	2, 13	£140.00	£146.55	£162.00
<i>New Events</i>				
Walking Tour of the College		£0.00	£0.00	£0.00
Wine and Cheese Reception Afterparty	18	£0.00	£0.00	£0.00
<i>Other</i>				
Gown Sales	15	(£600.00)	(£980.00)	(£750.00)
Committee Hoodies	16	£450.00	£493.35	£500.00
Printing		£30.00	£30.72	£30.00
Committee Phone SIM	19	£0.00	£20.00	£30.00
<b>Total</b>		£4850.00	£4467.04	£4997.00
<b>Total Requested</b>		£4850.00		£4997.00

## Notes

### 1. Marquee

This year, as last time, the Catering Department will take sole responsibility for organising the marquee and its budget. The marquee plays an important role in the Freshers' Week Schedule for both TCSU and the BA Society, as it is the only covered event space capable of accommodating the whole freshers cohort. This year, the marquee is used as a venue in two events organised by the BA Society: the wine and cheese reception followed by a dance afterparty and the Fellows' Panel followed by the International Food Night (both requiring the PA system).

### 2. Alcohol Expenditure

The BA Society promotes responsible drinking, with alcohol provided in appropriate context. Five events in the proposal include expenditure on alcohol: the wine and cheese reception, the Grad Bar Night and Pub Quiz, the BA Dinner, the punting with strawberries and the Fellows Panel.

The proposed expenditure on alcohol is:

Event	Alcohol Provided per Person	Proposed Expenditure
Wine and Cheese Reception	~ 2 glasses wine	£380.00
Grad Bar Night / Pub Quiz	£220.00 bar tab (total)	£170.00
BA Dinner	~ 1.5 apéritif drink	£200.00
Punting with Strawberries	~ 1 small glass prosecco	£50.00
Fellows' Panel	~ 2 glasses wine	£380.00
<b>Total</b>		<b>£1190.00</b>

The estimate spend of £170.00 on alcoholic beverages out of the £220.00 total bar tab is based on a typical Grad Bar Night, where approximately 20% of the bar tab is spent on non-alcoholic drinks (ie: hot chocolates).

Alcohol will be purchased from the College Catering Department in line with the White Book and the Licensing Act (2003). Additionally, at each event plentiful and varied non-alcoholic drinks will be provided, also purchased from the College Catering Department.

### 3. Events 26th - 28th September

A substantial part of the Advanced Students freshers are international students who begin arriving on the 26th September. Since students arrive roughly in equal numbers between Wednesday 26th – Friday 28th, it is proposed to hold a welcome session each evening. This was done for last Freshers' Week (2017) and proved popular. All three days will include a welcome session and an accompanied dinner in hall. The accompanied trip to hall teaches new students about dining in hall and is used to identify issues with ID cards, Upaychilli and Catering's payment system. Following dinner, we will run a pub trip with both alcoholic and non-alcoholic drinks available (where each student will pay for their own drink) on each of Wednesday and Friday, and a casual alcohol-free board games night in the BA Rooms on Thursday.

Therefore, the £165.00 budget will be used to purchase snacks and soft drinks for the welcome sessions and the board games night.

#### 4. English High Tea Party

Tea, cakes and sandwiches in an Afternoon Tea layout for the new graduate students and their College Parents. A non-alcoholic afternoon aimed at putting together College Families - the first time when all the new Graduate students can meet their College Parents. This highly popular event marks officially the start of Freshers' Week. The budget is composed of externally supplied cakes and finger sandwiches, along with tea, cups and plates from Catering. It also includes a small budget of approximately £40.00 for wearable accessories (at the Welfare officer's discretion, e.g. hats, badges) that may be used to identify the parents.

#### 5. Wine and Cheese Reception

Wine and cheese reception with an official welcome from the BA Committee, followed by Chaplains Squash (College-organised). The purpose is to officially greet the incoming graduate students, introduce them to the committee and get them interested in College Life and Societies immediately prior to the Freshers' Squash; as well as provide a relaxed platform for the students to meet each other, particularly outside their college families. The budget is £380.00 on wine from Catering, £220.00 on cheese from the Cambridge Cheese Company and £100.00 on fruit, soft drinks and other food to satisfy dietary requirements.

#### 6. Family Dinners

Dinners organised by College Parents for their families in their own accommodation (mostly hostels in the Portugal St, Wessex Place, and Glisson Rd). The purpose is to meet other students in small groups and foster friendships. The Committee tries to ensure that the families are as diverse as possible (mixing subject, gender, home country, side F/non side F). College parents act as a support mechanism and source of advice for new students.

Family dinners are costed on a per head subsidy of £5.00 to cover food (new students and college parents). This year we would like to include 4th year medical students too, who previously have not been included despite being new full BA members. We hope this creates better integration between medical students and the wider BA community. We base the budget of £750.00 on last year's expenditure (~100 freshers + 30 parents) with an additional £100.00 to cover the 4th year medical students previously not included.

Tuesday is chosen as the preferred night for the meal as Hall is closed that evening.

#### 7. International Food Night

Food from around the world is provided (sourced from local restaurants), catering for many dietary requirements. The budget (£400.00) is principally for external food, but includes the cost of plate ware and non-alcoholic drinks provided by Catering and the cost of a taxi to pick up the food. The purpose is to give a chance for new graduates to regroup after their first few days in

their departments as well as to celebrate diversity of the graduate community, provide an opportunity to meet new people and forge friendships in a relaxed environment.

This year the International Food Night immediately follows the Fellows' Panel to help us reduce the combined budget. We also propose purchasing more food from a smaller number of external caterers to simplify logistics and reduce cost.

#### 8. Grad Bar Night and Pub Quiz

Pub quiz in the Bar, featuring sessions about knowledge of the College and Cambridge as well as general knowledge sessions. The purpose is to promote the use of the College Bar as a meeting place. It is also a platform to meet other graduate students (not just the freshers) in small groups. The budget is a £220.00 bar tab and a £60.00 prize for the winning group.

#### 9. BA Dinner and Jazz in the Bar

First BA Dinner of the year, where the new graduate students are provided with one free ticket each; afterwards a jazz band in the Bar. The purpose is to promote networking and exchange of ideas between the new graduate students and current members of the BA Society. Another aim is also to promote the BA Dinners as a platform to meet other students.

#### 10. Parkrun

This budget provides transport to Milton to run in the local Park Run (a fun 5km run) and provides a casual sporting event to Freshers' Week at low cost.

#### 11. BA Brunch

First BA Brunch of the term, in the South Paddock if weather permits, with nibbles and soft drinks. The purpose is to provide a relaxing environment to meet other members of the BA Society (not only freshers) and chat in small groups. It also promotes the regular BA Brunches among the freshers.

#### 12. Trip to the Botanic Garden

Relaxing walk to the CU Botanic Garden and stroll around the gardens with a guide. Its purpose is to provide new BAs the opportunity to meet other members of the BA Society and to encourage appreciation of nature in Cambridge. The budget is to cover a guided tour.

#### 13. Punting with Strawberries

This event is to discover Cambridge from another perspective and give the freshers an opportunity to punt for the first time. The budget is divided between rental of the punts, buying of strawberries and other fruits, and one bottle per boat (~6-8 people per boat) of sparkling wine

and a non-alcoholic alternative. The increase in the budget with respect to last year accounts for the slightly higher cost of food and drinks but also the higher cost of punt rental, which has gone up to £6 per punt per hour.

#### 14. Fellows Panel

Wine reception 18:30-19:00 with invited Fellows present, then a discussion about their PhD and early-academic experience. A particular emphasis is placed on the pressure that research may put on mental health and how to deal with it. Followed by Q&A until 20:00. The purpose of the event is to start interaction between graduate students and Fellows, to provide graduates with academics' experience of their PhD and early career and to equip the students with a toolbox on how to deal with stress in academia. The budget provides for a catered reception with wine (£380.00) and non-alcoholic alternatives (£70.00).

The Fellows Panel this year will be held in the Marquee and followed by the International Food Night.

#### 15. Gown Sales

Gowns are purchased from leaving students at £35 and sold to new students at £55, thus each gown only represents £20 profit to the BA Society.

#### 16. Committee Hoodies

The budget for this category is based on the corresponding expenditure from last year. This is higher than two years ago firstly due to the increase in the size of the committee following the change to the BA Society constitution (with the Liaison and Welfare Officer role splitting into two, and becoming Liaison Officer and Welfare Officer) and secondly due to the Women's Officer and LGBTQ+ Officer being full, elected members of the society.

Committee Hoodies are very useful during Freshers' Week since they help freshers to identify members of the Committee that they may ask for help.

#### 17. Budget note

Please note that the BA Society requires approximately £3000 as a 'buffer' for student charges (the time between charging a student for an event to their college bill and receiving the money back from College accounts). Approximately, a further £1000 is used as the buffer on Gown Sales (they are bought back from students in June/July and sold to new students in October).

#### 18. Wine and Cheese Reception Dance Afterparty

This year the BA Society would like to propose a short Dance Afterparty after the Wine and Cheese Reception. This would happen in the Marquee directly after the Chaplains Squash. TCSU has been holding a dance party during their own Freshers' Week for years.

The party would end at 11pm, therefore not extending the total duration of the evening much. This event is proposed based on feedback from BAs, which express interest on a dancing event during Freshers' Week (something that so far has been missing in the Schedule). Only soft drinks would be served during the party.

To ensure that only graduates are admitted to the dance party and not undergraduates from the Chaplains Squash, we will implement a stamping system. BAs will receive a stamp when they leave the Wine and Cheese reception for the Chaplains' Squash, that must be shown to gain re-entry to the Marquee for the dance party. Furthermore, we will have one porter on door duty following the Chaplains' Squash (approx. 21:15-22:45).

## 19. Committee Phone SIM

Last year, following TCSU's idea, the BA Society purchased a phone SIM card so that the Committee could be easily contacted at any point during Freshers' Week if needed. This worked very well and so we propose to purchase a phone SIM again this year.



# Trinity College BA Society

## Freshers' Week 2018

Logistics

### Introduction

After a very successful Freshers' Week in 2017, the BA Society plans a very similar schedule for 2018. We thank all those involved last year for a smoothly run Freshers' Week and we look forward to working together again. This document covers the logistics of our events, the support requested from college departments (Catering, Accommodation, Porters, Works, Gardens and Tutorial) as well as the budget. Each event is summarized in the following table, and then explained further below.

Please note that this Logistics document is based on the Freshers' Week Schedule proposed by the BA Society, which has already been submitted to Council, and is currently awaiting final approval. If any changes are required to the BA Society's Freshers' Week Schedule, a revised Logistics document will be produced and circulated.

Isabel Vallina Garcia  
BA Society President 2018-2019  
Contact: [ba.president@trin.cam.ac.uk](mailto:ba.president@trin.cam.ac.uk)

Date	Time	Event	Location	Expenditure (£)			College Departments Involved					
				2017 Budget	2017 Actual	2018 Budget	Catering	Accom.	Porters	Gardens	Works	Tutorial
Wed 26/09	16:30 – 18:00	Welcome Session	BA Rooms	60.00	62.88	55.00						
	18:00 – 19:30	Informal Dinner	Hall	0.00	0.00	0.00	x					
	20:00 – 22:30	Trip to English pub	External Pub	0.00	0.00	0.00						
Thur 27/09	16:30 – 18:00	Welcome Session	BA Rooms	60.00	62.88	55.00						
	18:00 – 19:30	Informal Dinner	Hall	0.00	0.00	0.00	x					
	20:00 – 22:30	Board Games	BA Rooms	0.00	0.00	0.00						
Fri 28/09	16:30 – 18:00	Welcome Session	BA Rooms	60.00	62.88	55.00						
	18:00 – 19:30	Informal Dinner	Hall	0.00	0.00	0.00	x					
	20:00 – 22:30	Trip to English Pub	External Pub	0.00	0.00	0.00						
Sat 29/09	All day	On call						x		x		
	11:00 – 12:00	Walking Tour of the College	Great Gate	0.00	0.00	0.00						x
	17:00 – 18:30	English High Tea Party	Fellows' Bowling Green (Wren Cloisters)	740.00	717.88	750.00	x				x	
Sun 30/09	14:00 – 17:00	Walk to Grantchester	Great Gate	0.00	0.00	0.00						
	17:00 – 18:00	Gown Sale	BA Rooms	[600.00]	[980.00]	[750.00]						
	19:30 – 23:00	Wine and Cheese Reception with Dance Afterparty	Marquee	640.00	660.91	700.00	x			x		
Mon 01/10	08:15 – 09:30	Graduate Welcome	Tutors Winstanley									x
	18:45 – 21:30	Graduate Dinner	Welcome OCR / Hall / Master's Lodge							x		x
Tue 02/10	15:00 – 16:00	Tea and Cakes	BA Rooms	0.00	0.00	0.00						
	Arranged individually	Family Dinners	Various	650.00	653.90	750.00						
Wed 03/10	18:30 – 20:00	Fellows' Panel	Marquee	500.00	434.20	870.00	x					x
	20:00 – 22:30	International Food Night		450.00	426.30		x					

Thur 04/10	20:00 – 23:00	Grad Bar Night and Pub Quiz	College Bar	250.00	249.14	280.00	x	
Fri 05/10	19:15 – 20:00	BA Dinner Predrinks	OCR / Allhusen	1100.00	1157.00	1200.00	x	x
	20:00 – 21:30	BA Dinner	Hall				x	
	21:30 – 23:30	Jazz in the Bar	College Bar				x	
Sat 06/10	08:00 – 10:00	Parkrun	Great Gate	50.00	72.40	75.00		
	12:00 – 14:00	BA Picnic Brunch	South Paddock / BA Rooms	120.00	120.05	125.00		x
	14:00 – 17:00	Trip to Botanical Gardens	Great Gate	150.00	76.00	110.00		
Sun 07/10	14:00 – 16:00	Punting with Strawberries	Avenue	140.00	146.55	162.00		
Other Expenses		Committee Sweatshirts		450.00	493.35	500.00		
		Committee Phone SIM		0.00	20.00	30.00		
		Printing		30.00	30.72	30.00		
<b>Total</b>				4850.00	4467.04	4997.00		

## Wednesday 26th September, Thursday 27th September and Friday 28th September

These three days follow an identical pattern and are 'low-key' events designed to welcome international graduate students who arrive early.

Time	Wednesday	Thursday	Friday	Location
16:30 – 18:00	Welcome session with snacks and soft drinks			BA Rooms
18:00 – 19:30	Informal dinner in the Hall			Meet at Great Gate for Hall
20:00 – 22:30	Trip to a traditional English Pub	Board games	Trip to a traditional English Pub	External Pub / BA Rooms / External Pub

Budget: a total of £165.00 to be spent on snacks and non-alcoholic drinks for the three welcome sessions and the board games evening taking place in the BA Rooms. The informal dinner and the trips to traditional English pubs will be at the students' own expense.

### Support requested from College Departments

*Catering:* A member of staff who can help with upychilli/student card issues at the till during the informal dinner in hall is highly useful. Everyone should be seated for dinner by around 18:30. Therefore, we would not require assistance after this point.

*Accommodation:* None. However, if the accommodation department knows the number of students arriving on each of these days it would be useful information in order to purchase the correct amount of food.

*Porters:* None.

*Works:* None.

*Gardens:* None.

*Tutorial:* None.

## Saturday 29th September

### During the day

As the rate of side F arrivals is quite sparse and unpredictable, we will not maintain a constant presence at the welcome desk but will have a roster of Committee members who will be contactable via a BA Society phone and able to come at short notice to help new graduates find their room and answer questions.

### Walking Tour of the College

Time: 11:00 – 12:00

Location: Meet at Great Gate.

This year we are reintroducing a tour of the College to help freshers to familiarize themselves with key areas; such as the Wren Library, the BA Rooms, the College Bar or the Gym.

### English High Tea Party

Time: 17.00-18.30 (time including set-up and pack down 15.00-19.30)

Location: Fellows' Bowling Green, Wren Cloisters if wet.

This is the first large event of the BA Society's Freshers' Week programme. The principal purpose is for new graduates to meet each other as well as their 'college parents' (volunteering graduate students in upper years). We anticipate around 100 people attending and we will run the event in a near identical manner to last year.

The previous budget for this event was £740.00, of which £717.88 was spent. We propose a small increase to £750.00, which will be spent on food (most of which will be obtained from external suppliers) and non-alcoholic drinks.

### Support requested from College Departments

*Catering:* For 100 covers: tea cups and saucers, plates, tea spoons, hot water (for delivery just before event), tables (x5) and table cloths, water tumblers and ten large serving plates. Delivery only, no service. 10 x Apple Juice for soft-drinks (the rest will be purchased externally). Previously, despite best efforts, some of our suppliers have delivered early. Therefore, if possible, access to some refrigeration space for a couple of hours on the day would be useful.

*Accommodation:* Will send BA Society phone number when set up.

*Porters:* Will send BA Society phone number when set up.

*Works:* None.

*Gardens:* We hope to use the Fellows' Bowling Green as in previous years. In the case of poor weather, we will hold the event in the Wren Cloisters.

*Tutorial:* Will send BA Society phone number when set up.

## Sunday 30th September

The schedule for the first Sunday is identical, except for the extension of the wine and cheese event to include a post-Chaplains' Squash Dance Party. There is no further increase in the amount of alcoholic drinks (only soft drinks will be served at the Dance Party).

Time	Setup	Event	Location
14:00 – 17:00		Walk to Grantchester	Meet at Great Gate
17:00 – 18:00		Gown sale	BA Rooms
19:30 – 23:00	18:30 – 23:30	Wine and Cheese Reception and Dance Party	Marquee in Nevile's Court
21:15 – 22:15		Chaplains Squash	Wren Cloisters

The walk to Grantchester has always been a popular activity. We visit the Orchard and the Pub (students choosing which one) at Grantchester. There is no expenditure.

At the Gown Sale held in the BA Rooms we sell used gowns bought off from leaving students to new students. This generates a small profit which is put into the Freshers' Week Budget.

At the Wine and Cheese reception, the members of the BA Committee introduce themselves. It is a good chance for new Freshers' to meet each other before attending the Chaplains' Squash. This year, we would like to slightly extend the event by playing music over the marquee speakers (subject to a reasonable noise limit) after the Chaplains' Squash. This Dance Party would end at 23:00 (therefore, only lasting 45 minutes). The Party would require no additional budget and only soft drinks would be served. Nevile's Court residents will be notified about the Party in advance.

The budget for the previous year was £640.00 and £660.91 was spent. We propose increasing this to £700.00 to purchase additional non-alcoholic drinks that we may serve during the Dance Party.

### Support requested from College Departments

*Catering:* For 100 covers: wine glasses, tumblers, knives, 15 plates for the cheese and alternatives (to cater for all dietary requirements), 5 baskets for biscuits and crackers, napkins, tables and table cloths. Marquee to be arranged with tables at far end (closest to Hall) with other end free for dancing. Lights to be on full until Chaplains' Squash, moving to dimmed lighting for dancing. BA Committee will arrange tables and chairs at the end of the function for the welcome talks the next morning. A diagram of the layout would be useful for this. The wine and soft drinks order will be similar to last year's, but will be confirmed by the new BA Catering Rep in early July. Last year the drinks were run through the bar till. This was very helpful for our accounting and we would like to repeat the same arrangement if possible. Cheese and snacks will come from an external supplier.

*Accommodation:* None.

*Porters:* One porter on door duty following the Chaplains' Squash (approx. 21:15-22:45). Graduate Freshers will be stamped as they exit the marquee on their way to the Chaplains' Squash so that they may be identified from undergraduate freshers when they re-enter the marquee for the Dance Party afterwards. No alcohol will be served after the start of the Chaplains' Squash.

*Works:* None.

*Gardens:* None.

*Tutorial:* None.

## Monday 1st October

The BA Society does not run any of its own events on this day. However, below are listed the relevant events for Graduates:

Time	Event	Location
08:15 – 09:30	Graduate Tutors Welcome	Winstanley Lecture Theatre
09:00 – 16:45	Signing of Matriculation Form and Admissions Book	Wren Library
10:00 – 11:00	Fire & Safety Talks	Marquee in Nevile's Court
11:30 – 13:00	Welcome Talks	Marquee in Nevile's Court
18:45 – 19:30	Pre-dinner Reception	Old Combination Room
19:30 – 21:00	Graduate Welcome Dinner	Hall
21:00 – 21:30	After-Dinner Reception	Master's Lodge

### Support requested from College Departments

*Catering:* None. Graduate Welcome Dinner organised by Tutorial.

*Accommodation:* None. Graduate Tutors book Winstanley and OCR.

*Porters:* None.

*Works:* None.

*Gardens:* None.

*Tutorial:*

Graduate Tutors – previously the Welfare Team of the BA Committee spoke briefly (5mins) at the end of the Graduate Tutors' welcome talks. We would like to repeat this arrangement as it is useful for identifying who they may go to for help.

Tutorial – There are three dinners for graduate Freshers as part of the extended Freshers' Week programme (Graduate Welcome, BA Dinner in which Freshers get a free ticket, and Matriculation). It would be more efficient to centralise the sign-up to these dinners to reduce the repeated collection of attendance and dietary requirements as well as make clear to Freshers the difference between each dinner.

## Tuesday 2nd October

The BA Society has two events on Tuesday 2nd October: the Tea and Cakes in the BA Rooms and the College Family Dinners. Both of these events have been run in the past.

### Tea and Cakes

Time: 15:00-16:00

Location: BA Rooms.

This 'low key' event allows those freshers with no departmental commitments to continue to meet each other. It is a good opportunity to highlight the BA Rooms as a social space and it gives us the chance to eat any cake leftover from the High Tea Party (the leftover food will be stored in the BA Room Fridge immediately after the High Tea Party). Therefore, it requires no additional budget.

### Family Dinners

Various locations and times.

Graduate Freshers are arranged into college families, with two volunteer 'parents' (upper year graduates) cooking for their 'children'. College parents are responsible for organising venues and meals. The BA Welfare Officer oversees these arrangements and is a point-of-contact for freshers who have not heard from their parents as well as giving guidance to parents (e.g. notifying housemates when they plan to host a meal in a shared kitchen). The subsidy for parents is set at £5.00 per person (parent or child) for food. Parents submit receipts to the Welfare Officer who collates them for the Treasurer for payment. This year we would like to include 4th year medical students, who previously have not been included despite being new full BA members. We hope this creates better integration between medical students and the wider BA community. We base the budget of £750.00 on last year's expenditure (~100 Freshers + 30 parents) with an additional £100.00 to cover the 4th year medical students previously not included.

The purpose is to meet other students in small groups and foster friendships. The Committee tries to ensure that the families are as diverse as possible (mixing subject, gender, home country, side F/nonside F). College parents act as a support mechanism and source of advice for new students. Tuesday is chosen as the preferred night for the meal as Hall is closed that evening.

### Support requested from College Departments

*Catering:* None.

*Accommodation:* None.

*Porters:* None.

*Works:* None.

*Gardens:* None.

*Tutorial:* None.

## Wednesday 3rd October

The most significant change in the BA Society's Freshers' Week programme is the merging of the Fellows' Panel and the International Food Night. This has been done to improve attendance at the Fellows' Panel (which previously was scheduled the following Monday) and to allow us to buy more food for the International Food Night, through savings in the combined budget, as there was too little last year. We also propose purchasing more food from a smaller number of external caterers to simplify logistics and reduce cost further.

### Fellows' Panel and International Food Night

Overall time: 18:30 – 21:30 (although we will have the Marquee until 22:30 for quiet socialisation following the International Food Night).

Location: Marquee in Nevile's Court.

Although this will appear on the schedule as one event, it consists of three parts:

18:30 – 19:00: Pre-panel Drinks Reception

19:00 – 20:00: Fellows' Panel

20:00 – 21:30 International Food Night

Total budget: £870.00

The purpose of the Fellows' Panel is to give new graduate students the opportunity to begin interacting with Fellows, to provide graduates with academics' experience of their PhD and early career and to equip the students with a toolbox on how to deal with stress in academia. We aim to find five Fellows to participate in the Panel.

The purpose of the International Food Night is to give a chance for new graduates to regroup after their first few days in their departments as well as to celebrate the diversity of the graduate community at Trinity. The five Fellows participating in the Panel will be very welcome to stay for the International Food Night afterwards.

### Support requested from College Departments

#### *Catering:*

Pre-Panel Reception: Like last year. 80 covers, to include tables, table cloths, tumblers, wine glasses, napkins. The drinks order will be similar to that of last year (4 each Apple Juice, Elderflower Presse, Sparkling and Still water; 12 white and 7 red). The drinks order will be confirmed by the new Catering Officer in July. Like last year, we would like to run the drinks order through the bar till.

Fellows' Panel: Two tables and five chairs at the stage end of the Marquee and a microphone. 80 chairs placed facing the stage (the BA Society Committee can assist with the setup).

International Food Night: For 100 covers. Retain 4 tables and table cloths. We would require cutlery (main course knives, forks and sweet forks and spoons), 20 Serving plates. 1 alto sham and 5 metal trays and cloths. We plan to use external caterers to provide the food. The exact details will be provided in July.

*Accommodation:* None.

*Porters:* None.

*Works:* None.

*Gardens:* None.

*Tutorial:* The Fellows' Panel would be open to any Fellow who wished to attend. We would be grateful if tutorial could extend the invitation.

## **Thursday 4th October**

The BA Society has one event this day, the Grad Bar Night and Pub Quiz, which will be run identically to last year, with an increased budget.

### **Grad Bar Night and Pub Quiz**

Time: 20:00 – 23:00

Location: College Bar

Pub Quiz in the Bar, including questions concerning the College and Cambridge as well as general knowledge. The purpose is to promote the use of the College Bar as a meeting place. It is also a platform to meet other graduate students (not just the freshers) in small groups.

The budget is a £220.00 bar tab and a £60.00 prize for the winning group. The bar tab is increased versus last year as the £200.00 ran out very quickly as the event was more popular than anticipated. We estimate each person only got one free drink in the evening, with a small proportion getting two. We believe this to be a sensible amount and we remind people that they may use the bar tab to get non-alcoholic drinks as well.

### **Support requested from College Departments**

*Catering:* A microphone for the quiz. £220.00 on the bar tab available for any drink (alcoholic or non-alcoholic). Tables arranged to allow for groups to sit around, possibly requiring additional chairs.

*Accommodation:* None.

*Porters:* None.

*Works:* None.

*Gardens:* None.

*Tutorial:* None.

## Friday 5th October

There is one event on the Schedule 'BA Dinner and Jazz in the Bar' which is composed of the first BA Dinner, which Freshers get a free ticket to, and Jazz in the Bar afterwards.

Time	Event	Location
19:15 – 20:00	Pre-Dinner Drinks	Old Combination Room and Allhusen Room
20:00 – 21:30	BA Dinner	Hall
21:30 – 23:00	Jazz in the Bar	College Bar

The budget for the event is £1200.00. This covers the cost of the free tickets for Freshers and the cost of the Jazz band. The purpose is to promote networking and exchange of ideas between the new graduate students and current members of the BA Society. Another aim is to promote BA Dinners as a platform to meet other students.

### Support requested from College Departments

Catering:

We will need to co-ordinate issuing free tickets to BA Freshers, which are to be charged to the BA Society's UpayChilli account. If possible, we would like to streamline this with the Grad Welcome Dinner and Matriculation RSVP. If not, we can repeat the system used previously.

For pre-drinks, we will require the standard pre-drinks order of glasses and table cloths. The drinks order will be confirmed by the new Catering Rep closer to the time, likely once the menu of the dinner is known. We would like to use the Allhusen room and the OCR. Please let us know if use of the Allhusen room will be charged.

For the dinner, we will have two committee members assisting on the door with implementing high table style seating and any ticketing issues. For the Jazz in the bar, we will liaise with the band and we will confirm their requirements as soon as these are known.

*Accommodation:* To run the pre-dinner drinks, we would like to have the OCR booked from 18:30 - 20:30.

*Porters:* None.

*Works:* None.

*Gardens:* None.

*Tutorial:* None.

## Saturday 6th October

On the Saturday, we run three events with little required of College Departments:

Time	Event	Location
08:00 – 10:00	Parkrun	Meet at Great Gate
12:00 – 14:00	BA Picnic Brunch	South Paddock (BA Rooms if wet)
14:00 – 17:00	Trip to the Botanical Gardens	Meet at Great Gate

Parkrun is an organized 5 km run at Milton Country Park. We arrange taxis to bring interested students to and from the run. This provides a casual sporting event to Freshers Week at low cost. It gives a good chance for those with interest in casual exercise to meet each other. The budget is £75.00, up from £50.00 last year, as the event was more popular than anticipated and we required an additional taxi.

The first BA Brunch of the term, in the South Paddock if weather permits, with nibbles and soft drinks. Followed by the freshers attending the Field Club's sports day. The purpose is to provide a relaxing environment to meet other members of the BA Society (not only freshers). It also promotes the regular BA Brunches among the freshers. The budget is £125.00 (up from £120.00) to be spent on food and soft-drinks.

The tour of the Botanical Gardens was a new, but popular, addition to the schedule last year. Students sign up and meet at Great Gate and walk over for a guided tour. The budget, £110.00, is to cover the organised tour.

### Support requested from College Departments

*Catering:* None.

*Accommodation:* None.

*Porters:* None.

*Works:* None.

*Gardens:* We plan to use the South Paddock to host the BA Picnic Brunch if the weather is fine. If it is raining, or the grass is muddy we will relocate to the BA Rooms.

*Tutorial:* None.

*Punthouse:* We will rent the punts from them.

## Sunday 7th October

On the final day of Freshers' Week, we enjoy another traditional Cambridge pastime.

### **Punting with Strawberries**

Time: 14:00 – 16:00

Location: Meet on the Avenue.

This event will allow freshers to discover Cambridge from another perspective and to punt for the first time. The budget (£162.00) is divided between the rental of punts and the purchase of strawberries, other fruits, one bottle per boat (~6-8 people per boat) of sparkling wine and a non-alcoholic alternative. We will co-ordinate with the Punt House regarding our required punts (in line with previous years) in early Summer and confirm arrangements in late September.

### **Support requested from College Departments**

*Catering:* None.

*Accommodation:* None.

*Porters:* None.

*Works:* None.

*Gardens:* None.

*Tutorial:* None.