

## **ASHA UIUC**

### **Meeting #6, January 19th 2018 6:30PM**

#### **Project Coordinator (5 min)**

-Updates on Projects

Prayas – Needs dedicated steward, Punit has agreed to do site visit this time around. Sourabh will do checklist. No specific update from the project, in touch with Sourabh via email. Expecting budget proposal in a couple of months.

Chilla – Manoj did last site visit, Sibin still steward. Probably need new one next year. Budget just disbursed last December. No updates for this year.

BGUS – Priyasmita new project steward (slack invite). She is yet to do a site visit, so updates will come from Sourabh (previous steward). Midyear financial report and program summary sent from Project (in slack). Sports day coming up (report expected in a week). Budget proposal expected in a couple of months.

All three project details (websites and update files on Slack).

-Which meetings will you present?

-Protocol for stewards

Stewards should be responsible for introducing the projects to the team (from now on). At least one progress report presentation each semester. Budget disbursement and checklist preparation as usual.

Team should question budget. Stewards to defend.

@Sourabh: ask Sibin for availability.

#### **Leadership Lesson (10 min)**

Aditi

#### **Chapter Coordinators (10 min)**

-ASHA Central Update

Register with ASHA website

-Health Questionnaire

-Blogs for website

2 people need to do mini blogs (experiences with events (Sambar) and throughout semester)

--Aishwarya

--Prashant

- Sambar Prep is Feb 19th → 7-10PM or longer

, Sambar is on Feb 20th → 2-6PM prep, 6-8PM

-Holi is tentatively on April 14th & April 21st is back up date- UPDATE FROM RSO OFFICE

--Liability waiver?

--Sambar Coordinator and Webtech Positions need to be filled

-Calendar/Scheduling

### **Treasurer (5 min)**

Chapter Financials due at the end of the month

- Reached out to Swarnali about past information

### **Secretary (10 min)**

T-shirt designs

Last design

Point system

[https://docs.google.com/document/d/1\\_L6SftELiOPAsmbHLIPLddT7wdGM-xk7qspolE3Trh0/edit](https://docs.google.com/document/d/1_L6SftELiOPAsmbHLIPLddT7wdGM-xk7qspolE3Trh0/edit)

### **Community Outreach (5 min)**

Fundraiser working with other orgs

Reach out to Champaign community

Work on it for next semester

Being the cause for an organization

--Outline of who we are going to work, how we are going to do it, and volunteers BY NEXT MEETING

### **Sambar Coordinators (5 min)**

### **Tech/PR (5 min):**

Ticketing website

### **Holi Coordinators (40 min)**

Sponsorship Workshop Reminders:

1. Have a plan: Stay focused, it is not for Holi but for India. Tie it back to empowering children and providing education. Discuss different projects and what UIUC chapter does (Sambar).
2. Give background on Holi and what our actual event looks like.
3. 2-way relationship. They provide for us and we help them out as well. Outreach to more people.
4. Advertisements will be on posters, facebook, twitter, buses. Use pictures to show organizations.
5. Sponsorship packages: \$350-1000
6. Do not promise things you are not sure of. Some things require University approval.
7. Cold emailing, setting up a time, representing ASHA in a positive way

8. ASHA's responsibility to follow up after meetings.
9. Choose **ONE** company from an industry (housing, bank, food) cannot go to competitors like CPM vs JSM
10. Approach companies early! Set deadlines!

**11. Deadline: Mid-February**

**Sponsorships: Mid-February**

- Peoria Charter: Aishwarya+Shreya
  - Himalayan Chimney: Sourabh+Vipul
  - CPM: Prashant+Shreya
  - MTD: Niti+Harshi (once poster is close to being done)
  - Radio Stations: Charmi+Aditi
  - Asking for endorsements
  - Hooked App: Bharathi
  - Papa Johns (wristbands): Annika+Shaliny
  - \*\*If sending emails, CC ASHA UIUC\*\***
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**Marketing (JAN/ FEB)**

Need 11x17 printouts on card stock paper (see below for vendor)  
Jan Kijowski advertising@cumtd.com  
1101 East University Ave Urbana, IL 61802 217.384.8188  
Card Stock Printing for MTD Ads 11x17

Used this vendor in 2017:  
Express Print Center  
502 N Walnut St, Champaign, IL 61820  
(217) 359-1191

**Card Stock Printing for MTD Ads 11x17**

Used this vendor : <http://expressprintchampaign.com/>  
prints for \$0.65 per poster for orders > 80. Was very helpful and fast in turn around time  
Also need regular posters for dorms, to put up different places, etc. Come up with different layouts

- Need to get the promo video for Holi made (MARCH)
- Facebook group: NEEDS TO BE UP BY FEBRUARY

**Ticketing website (JAN)**

Universe- Holi 2018  
Aditi & \_\_\_\_: Timed Early Bird and Regular Ticket Releases  
Everyone needs to download universe app, board members and volunteers (APRIL)

**Ticket Pricing (JAN)**

- More efficient ticket box
- Kids under 5: free

Group (20+): \$8.00

Volunteer: \$5.00

-Getting wristbands for volunteers + performers letting them decide if they want to pay & play after their shift

*Early Bird ticket prices : (Till March 31st) \*\*plus tax*

Students : \$9.00

General : \$11.00

*Use coupon code "EarlyBird" to get the discount!!!*

*Regular tickets (after March 31st)*

Students: \$11.00

General: \$13.00

*At the gate prices*

Students : \$13.00

General : \$15.00

## **Space Management (JAN)**

Updates

**Colors:** Bharathi & Aishwarya/Charmi

Same as last year? Or should we order more?

Order same as last year

## **Advertisement (FEBRUARY)**

ARC – For electronic advertisement (on 12 TVs in ARC, they charge \$30 per week).

Advertisement could be put up immediately.

2172443998

(JAN) MTD – Contract must be signed one month in advance. So contact early.

Tell them that we are a 501(c)(3) non-profit and they will put posters inside 75 buses for free.

Contact Daily Illini Editor for a feature/coverage/advertisement. You might have to do it at least a month in advance. They do not respond to all your mails. Do not mail more than once in 3 days.

Send it to all listservs in the community

1. ICS: ics-list@googlegroups.com They will approve your message
2. Telgu group: [cu\\_telugu\\_sangam@googlegroups.com](mailto:cu_telugu_sangam@googlegroups.com)
3. MCIA, Bloomington: Nilesch Shah [nileschshah@msn.com](mailto:nileschshah@msn.com)
4. Tamil group: [jkumar25@gmail.com](mailto:jkumar25@gmail.com) Jeyakumar - (not a very big list)
5. Punjabi group:
6. Gujrati Group : [manisha\\_patel73@hotmail.com](mailto:manisha_patel73@hotmail.com)
7. Professor's list: Manish Gupta has an automated way of emailing all Indian Professors.

Contact him [manishg.iitb@gmail.com](mailto:manishg.iitb@gmail.com)

8. Temple group
9. Bloomington
10. Danville

Flyers need to go up in:

- 1) Annapurna
- 2) Hindu temple

Dining Halls : <http://www.housing.illinois.edu/signage>.

\$15/week. We used this for 2 weeks. Very much worth it. Consider using the \$50/month option. Need poster is specific dimensions. So design accordingly in advance to avoid last minute rush

Allen Hall : has a Indo-Pak club that publicized the event inside the hall and got more than 100 people from Allen hall alone.

Business School Diversity Club : These folks got around 50 students

Computer Science Grad Student Organization : bought 50 tickets in 2011 and sponsored tickets in 2012. reach out to them early

Contact WCIA and ABC for TV coverage. This time we contacted them only a day in advance, and they were unsure if they will cover the event.

### **Co-sponsorships (FEB)**

Ideas?

NOT AIO IM 100000% DONE WITH THEM

Beta Chi Theta  
Delta Kappa Delta  
Delta Phi Omega  
Chi Sigma Tau  
Indian Cultural Society  
Indian Students Association  
Indian Graduate Students Association  
Sigma Beta Rho  
PSA; MSA  
Bengali Students Association  
Hindu Yuva

I think this year we should do a pre-Holi brunch/dinner with all the volunteers. That way we can also confirm expectations and guidelines without panicking on the morning of Holi

**Tents, Tables, Trucks, Generator**

-Extension Cables and Walkie Talkies from RSO Office (JAN)

-Trucks: Hanna Epperson <[admin@wilbergandassociates.com](mailto:admin@wilbergandassociates.com)> (JAN)

Tables and tents from Channing Murray (MARCH)

Generator (MARCH)

need this if we cannot find an electrician on-site

From SUNBELT RENTALS 5 kW generator for \$71/day; comes with full tank lasts 8-10 hrs,

need to re-fill before returning

It was very quiet and power output was sufficient for our DJ needs.

**Entertainment (FEB/MARCH)**

Photographer: Give them a free entry plus 2 guest tickets

DJ: ISA-Bharathi? Or Neil Chokshy?

Performances: One for the hour or all together?

GDC

Bollywood Masala or something?

Raas

Bhangra

FIZAA

**Food (JAN+ FEB)**

-More efficient ticket box

Himalayan Chimney- make sure you know your numbers

**Pre-Event (FEB)**

-Color Packing

Dates: March 29th- April 13th

Contact Co-sponsors first, then decide who is going which day

**Day of Event (MARCH/ APRIL):**

Fire extinguisher

First aid kits

Walkie-talkies

Garbage bags, Food warmers

Caution tape

Should we switch duties? It is a long day.

Name tags for Volunteers?????

**ASHA BOARD MEMBERS MUST WEAR SHIRTS**

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## Calendar

### January

1/19: Meeting Task (1.5 h)

1/26: Meeting Social- Group Social (2 h)

### February

2/2: Meeting Task (1.5 h)

2/9: Meeting Social- Hat Socials (1 h at least)

2/16: Meeting Task (1.5 h) *sponsorship due*

2/19: Sambar Prep (7-10:30pm)

2/20: Sambar (2-9pm)

2/23: Half Sambar review; Half Workshop (1 hour)

### March

3/2: Meeting Task (1.5 h)

3/6: Food for Thought AACC (1 hour)-- 2-3 ppl

3/9: Group Social (2 h)

Before 3/16: Mid-Semester check in (time slots of 15 minutes)

*ALL LARGE LOGISTICS SHOULD BE WRAPPED UP*

SPRING BREAK

3/30: Task Meeting (1.5 h)

### April

3/27-4/13 Color packing (one board member must be there to open garage and sign a slip)

4/6 Task Meeting (1.5 h)

4/13 Final Holi Check Meeting at Chinmay's or FAR Field (1 h)

4/14: HOLI (that 9-9 grind boo)

4/20: Holi Wrap up/ Elections (3 h)

4/27: A surprise (2 hrs)

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