**Date:** Tuesday, 19 April 2016

**Time:** 1500 - 1730

**Venue:** B317

**Chairpersons:** Tay Kiat Jun, Tan Qian Hui

**Agenda:**

1. Dramafeste
2. POP
3. Faculty CIP
4. Miscellaneous

**Minutes:**

1. **Dramafeste**

1.1 J2 Roles needed

* Directors
	+ Ideally from ABC and DEF, asked for suggestions
	+ In the event there are no suitable directors, they will be taken from FacComm: XXX, YYY
* Scriptwriters
	+ They are given until 29 February 2029 to submit their first draft or a rough outline of their respective scripts
	+ After the script are chosen, any good aspects of the other script can be considered to be incorporated into the chosen script, and the other scriptwriter is given the option of still coming on board the team to work on the other script as a fellow scriptwriter
* GHIs to come back as mentors for the J1 Lights and Sounds crew

1.1 J1 roles needed

* Sets
* Props
* Actors
* Lights
* Sounds

1.3 FacComm roles needed

* Sets ICs and Stage Managers (4)
	+ JKL, MNO, PQR, STU
* Costumes and make-up (2)
	+ VWX, YZA
* Props (3)
	+ BCD, EFG, HIJ

1.4 Elaboration on roles

* Director
	+ Direct the play
* Stage manager
	+ manage the stage
* Sets and Props
	+ Do the Sets and Props
* Dramafeste ICs
	+ Ensure everything runs smoothly overall
1. **POP**

2.1 Song

* The 2nd song will be replaced by AAA by 54321
* BBB will be shortened
* CCC will be addeds

3.2 Dance

* KLM to replace NOP as the male dancer on actual POP day (19 February)
1. **Faculty CIP**
* No updates as no reply has been received from 9876
* Propsoed dates are 9th, 16th and 23rd April 2016, all Saturdays
1. **Miscellaneous**

4.1 FacComm 2016 Calander

* Went through updates on calendar for next year

4.22 Green proposal

* To use recycled materials more often e.g. used newspapers and used cardboard
* To reuse some items from past events, seniors or faculty shed

7.3 Event ICs protocol

* To provide updates on ABCDE and FGHIJ every Saturday (after KLMNOs)

**Document given out/ referred to**

1. Athena FC ’15-’16 Calandar as assessed via tinyurl.com/pqrst

**Prepared by:** See Jing Ying

**Vetted by:**

**Date vetted:**