

1. Attendance Estimate

Success of our 2010 event operation will be highly dependent upon our estimation of the actual total number of persons who will be attending to each of the functions .

There seems to be consensus among committee members that the total number will be high. This is good in a sense that it will be easier to handle a smaller crowd than expected rather than to handle a larger crowd than expected.

In order to arrive a more realistic number, a number of procedures have to be carried out.

A preliminary survey of interested parties which we have already prepared.

Informal invitations among classmates are very important. Each class should get their classmates to invite their own classmate friends from overseas for the reunion.

People have more interest in meeting classmates from their own class whom they have not seen in so many years.

Listing names of all those interested by their class should be posted on the website on an ongoing basis to attract more attendance. The names of our own members are also important because not everybody outside our association knows that they are here.

Only names are sufficient. If they want to communicate with particular classmate,

Contact information can always be obtained from us.

2. Promotions

Regional attractions by video clips has already been posted on our website. More clips will be searched and posted at various time intervals to keep up the interest .

Details of the tour events should be posted onto the website to provide a more vivid descriptions of what they can expect.

Niagara Falls—1 day tour enhanced with add-ons like vineyard /Niagara-on-the-lake/
Ginseng farm

Extended tour--- Ottawa, Montreal, Quebec City, Thousand Islands.

The bus tour company's brochures should provide much needed details.

The tour package price should be worked out and posted both in CAD & USD.

This will involve a currency exchange rate risk. Usually, a higher rate is used to guard against currency fluctuation. However, this will then create a surplus in CAD once converted and this explain the listing of all those odd numbers of sponsorships during Vancouver Global reunion in 2006.

It seems that there is no need for a “ sign-up-early” discount because we work on a tight budget which offers value already.

Emphasis should be placed on delayed registrations may not get placement since the number of space for tour packages are “limited”.

3. Restaurant

Booking of the most suitable restaurant is of utmost importance.

The total availability of tables restricts the upper limit of how many guests that we can handle and we might have to “refuse” further applications once the limit has been reached.

Floor plan will include VIP tables & seating plan should provide opportunities for local members to sit with oversea guests. Special request will also be accommodated.

New express check-in procedures at reception will be executed.

For local members, the materials will be distributed prior to event or to be picked up.

For incoming guests, materials will be distributed at hotel level while they check-in or to be picked up by their local friends/relatives prior to event if they are staying there.

Maximum efficiency at reception will provide a graceful entry with no line up.

Ideally, all guests will arrive with their name tags and know exactly where to sit.

They just have to sign their names which can be done on both sides of entrance.

Due to the large size of the party, special sound effects group might be needed for proper delivery of speeches.

Entertainments have to be arranged.

Extra photography to be arranged.

Video presentation to be enhanced.

Instant-pictures-replay with selected background music.

4. Hotel accommodation

There seems to have a low expectation of need for hotel accommodations during our 2010 event.

This will create problem when & if actual demand is more than expected.

One argument will be that an additional hotel will solve the problem.

This will create tremendous stress upon reception team and bus tour coordinators.

Guests will also complaint that they cannot stay at the same hotel with their friends.

For guests who will be staying with friends will have extra chance of error by going to the wrong hotel for tour gathering.

Location should have Chinese malls/plazas within walking distance for convenience.

Bus transportation may be needed from/to hotel for the Jul 24, 2010 dinner event.

Hotel should have airport transportation arrangement.

Bookings should offer special rate before certain time period for guests to do it early.

Special arrangements with hotel to distribute our materials such as maps, name tags,

All events' details, even our magazine once guests check in.

This will provide proper information of our different event's date, time & place.

All guests should arrive at dinner with their name tags and know exactly where to sit.

5. Publication

Collections of old & recent photos from classmates.

More emphasis should be put on individual or small group pictures of the past during school years or the periods immediately after.

It is because everybody already has their own year book with class pictures .

Pictures of classmates while they first come to Canada vs their most recent pictures could provide some familiar faces to their colleagues when they look at the book.

Photos from our events before 2010 can also occupy good amount of space.

The front page design will be the biggest challenge because of all previous TMAA's achievements.

There could be different areas of interest to be included in its content.

Some classmates may have talents in various fields like photography, paintings,

Poetry, etc.

The publication needs a lot of time & efforts in preparations and work should commence ASAP.

A picture is worth a thousand words and the fact that our eyes are not getting any younger, it would be better with more pictures than writings.

Printing cost is the most important area of cost control & various sources should be considered. Minimized cost would make it less dependent on advertisement revenues.

6. TM#

TM# has been used in our association as membership numbering system.

When 2010 comes along , it can be used as a numbering system for crowd control management.

As mentioned before, the second last number represents district.

The 10 series is for TMAA-Central Canada

20 series-----TMAA-Western Canada

30 series-----TMAA-New England

40 series-----TMAA-USA-East

50 series-----TMAA-USA Central

60 series-----TMAA-USA West

70 series-----TMAA—Atlantic regions, Europe,etc

80 series-----TMAA-Hong Kong

90 series-----TMAA---Pacific regions, Australia, New Zealand etc

As for spouse, it will be defined as H(husband) or W(wife) after classmate's TM.

Son-----S , Daughter----D

2 Sons-----S1, S2, 2 Daughters-----D1, D2

Son's spouse--- SS, Daughter's spouse-----DS

Grandson-----GS, Granddaughter-----GD,

Guest-----GU, 2 Guests----G1, G2

7. Lanyard , T-Shirt , Bag, Bookmark design

For the past few global reunions, special lanyard was designed for the event.

We can do the same for everybody but this will involve higher cost.

It can be printed or red Canada flag souvenir type.

Design work & material has to be prepared & chosen if it is to be printed.

Various designs also need to be pre-planned.

T-Shirt , bag & bookmarks etc.

Two separate signatures charts may be needed for dual lane check-in.

Additions or modifications to our banner may be needed.

8. Photography

The most popular and important class pictures can be done flawlessly as usual.

However, floor plan may has to be adjusted to accommodate the larger crowd.

We should also put more emphasis on individual small group pictures

between friends and classmates. The regular method is to collect from various classmates after the event . This may takes a long time.

A separate designated person to do more of these photos may be considered.

The school building poster also seems to be a very popular spot for posting.

More of the same idea may be needed.

9. Sponsorships

Existing list reflects sponsorships for our association's initiation and its display for the entire year of 2009 should provide sufficient recognitions.

In 2010, separate space should be provided for the Global Reunion sponsors.

Regardless of the amount being sponsored, people should be recognized.

The one who sponsors is much better than the hundreds that do not.

10. Optional activities

It has been a tradition to have individual class dinner after the 1-day tour.

However, class reps should be reminded that Sun, Jul 25, 2010 is a "good" day for weddings, early booking of restaurant space is important.

Also be reminded about possibility of traffic delays returning from Niagara Falls on a Sunday.

Proximity to the hotel is crucial.

All above are just a general outline of things which need attention. Extensive discussions and thorough evaluations will be needed until all options are exhausted.

Lastly, we should not underestimate the effect of the current economic conditions which may throw all of our current projections completely out of proportions.

2010 Tak Ming 5th Global Reunion Planning Committee