

African week

Theme: "THE AFRICAN YOU DON'T KNOW"

Aim: To introduce the diversity of African continent cultures and traditions

Weekly Schedule (Activities and Days)

Day	Contents	Place	More Details
Sunday	<ul style="list-style-type: none"> Setting up Decorations Confirming all the Weekly events 	<ul style="list-style-type: none"> On the Campus In the Cafeteria (on the tables) 	<ul style="list-style-type: none"> Flags Flyers Posters etc
Monday	<ul style="list-style-type: none"> Entertainment at Cafeteria 	<ul style="list-style-type: none"> Cafeteria 	<ul style="list-style-type: none"> Video exhibition using projector screen Know about Africa game / show during intermissions
Tuesday	<ul style="list-style-type: none"> African exhibition (Art, Craft etc) Food tasting experience 	<ul style="list-style-type: none"> TBA (ideal place 2nd floor cafeteria) Cafeteria 	<ul style="list-style-type: none"> Art exhibition Craft exhibition Clothes exhibition At least three foods to be decided
Wednesday	<ul style="list-style-type: none"> Sports competition event(s) 	<ul style="list-style-type: none"> Gymnasium 	<ul style="list-style-type: none"> Football
Thursday	<ul style="list-style-type: none"> African exhibition (Art, Craft etc) Food tasting experience 	<ul style="list-style-type: none"> TBA (ideal place Second floor cafeteria) Cafeteria 	<ul style="list-style-type: none"> Art exhibition Craft exhibition Clothes exhibition At least three foods to be decided
Friday	<ul style="list-style-type: none"> Grand performance 	<ul style="list-style-type: none"> Millennium hall 	<ul style="list-style-type: none"> Drama Dances Video About African countries Fashion show Decoration etc

Day by Color	In charge Group
	Decoration
	Media & Promotion
	Media & Promotion, Operation
	Outdoor events
	Grand performance & entertainment, Decoration

Groups and detailed Contents of the Groups

1. Decoration Group

Detailed Duties

- Decoration of the University
Decorating the booth, making posters and drawings outside cafeteria, putting on country flags on the pole/post in school, decorating the millennium hall on Friday
- Decoration of AP houses
Putting the country flags in the lobby and other decorations
- Designing the fliers, pamphlets, invitation cards, posters etc
- Cleaning up afterwards

2. Booking, Equipments and Operational group

Detailed Duties

- Booking of equipments and facilities such as millennium hall, AP house hall, lobby, the cafeteria for decoration, the space for exhibition (2nd floor of cafeteria)
- Management of promotion booth
- Recruiting participant members
- Food:- Negotiating with the cafeteria management body
- Prepare and submit up to three(3) African ethnic food recipes
- To prepare the recipe pamphlets for those who purchase African meals

3. Sports and Games

Detailed Duties

- Preparing the program of the sports and games events
- Sports :- Soccer (in the gym)
- Games : Appropriate games and other sports

4. Media and Promotion group

Detailed Duties

- Organizing and preparing Monday activities contents (educative and enlightening programs caring the African week theme.
- Preparing the films for Cinema exhibition to be played on Monday @ cafeteria
- Creating the video clip about African countries in APU
- Creating and prepare video clip about the African week preparations
- To advertise at the Beppu station
- To contact the APU radio station (to play some African songs during the African week)
- To prepare slide show or video clips to be used on the grand performance day (Friday)
- To ask special request at the library to recommend books about African during African week (weekly recommended books)

5. Grand performance and entertainment group

Detailed Duties

- Organizing and preparing traditional dances i.e. the length of the dance, the number of dances
- Organizing and preparing the final play (drama)
- The people in charge of dances need to prepare uniforms for the performance
- Organizing and preparing fashion show
- Organizing other entertainment activities to be executed on Friday

6. Public Relation

Detailed Duties

- To contacts the embassies
- This group is in charge of formally inviting the embassies and getting the sponsors
- To contact the embassies to get things for the exhibition
- To prepare and decided the guest speaker
- To prepare and write officially letters
- To contact with APU administration
- etc

7. The Executive

Detailed Duties

- They advise the groups
- Coordinate various group's activities
- Consolidation feedbacks and check for loose ends
- Oversees and interacts with the groups
- To regulate the whole project/ activities

People in charge (Leaders)

Decoration Group – (Moses - Kenya)

Booking, Equipment and Operation (Yanko – Malawi)

Sports and games (Helton – Mozambique)

Media and Promotion Group (Yusuf – Nigeria)

Grand Performance and Entertainments (Mick – Nigeria)

Public Relation (Wisdom – Nigeria)

The Executives (Jasper, Carlos, Vitalis and all group leaders)