

SITZ PARTY - ORGANIZER'S GUIDE

Reserve plenty of time for organizing, about 4 weeks for experienced organizers and more for first-timers. The most important instruction for you: document everything possible.

Personnel

Every event, including sitz, must have a responsible organizer. The person responsible takes care of the overall picture and schedule. For the other members of the organizing team, you should agree on clearly defined areas of responsibility and deadlines, so that everyone knows what is expected of them and by when. For the planning and/or implementation of the event, you can recruit volunteers from outside the board, e.g. members of the association, if there is a lot to think and do. It is advisable to consider a pleasant "carrot" for the volunteers as a counterweight to their work, and of course, after the event is over, all the organizers must be thanked.

Performers and speakers can be invited to sitz if you want to include other entertainment than just singing in the event. A photographer is a useful addition if phones are not allowed and you want to provide high-quality photos to remember the event. Performers, speakers and photographers must always be agreed in advance and in writing.

Time and place

When thinking about the date, you should check for other student events, national holidays and period breaks. Sitz usually take place between 16:00 and 00:00, lasting about 6 hours. As soon as the time is known, a place reservation must be made according to the estimated number of participants.

When choosing a place, it is important to consider the following things:

- Accessibility: if the space is not accessible, this should be mentioned in the event description, which also includes the contact person from whom you can ask more about accessibility
- Comfort: enough toilets per person, easy arrival and departure (e.g. to the afterparty), temperature if hot in summer or cold in winter.
- Price: in addition to space rent, the possibility of serving drinks and food will affect the final price of the event, if the place has liquor rights and the participants can only drink the place's drinks.
- Aesthetic: does the space fit the theme and is it possible to decorate it according to the theme.
- Permis: does the space need permits.

Finances

A budget estimate must be made for the sitz, which must be approved at the board meeting. The price of sitz tickets is usually around €10-15 for members and around €15-20 for others, organizers for free. The price is affected by what the participant gets for the price. It's worth taking advantage of sponsorship relationships even on your own, and instead of giving money, companies prefer to pay an invoice, e.g. an invoice for overalls or a photographer.

Arrangements

Typically, sitz have a certain **theme**, which can be seen both in the outfits of the participants and in the program of the evening, e.g. in decorations, servings and activities. The target audience of the event must be clear, because the event is not made according to one's own preferences, but the audience's. The theme of dressing up should be chosen in such a way that it is as versatile as

possible and thus easy to implement, and in such a way that no one has to feel uncomfortable when implementing it. An example of versatility: instead of a “Star Wars” theme, a better option is “fantasy movies”.

The decorations make the space look like an event. The decorations are preferably ones that can be reused. In addition to traditional decorations, this category also includes a seating order, table triangles, name and thank you cards, song booklets and overall badges. Usually, at sitz, people sing from their own songbooks, but if you don't own one, the event ticket can include a song booklet. Booklets can be printed one for everyone or one for two people to share. One per person are easier to read, but shared ones promote new acquaintances. Toasts should always have their own booklets. Overall badges can be included in the ticket or sold separately, and their order time is usually about 3 weeks, so it's good to order in time.

Sitz participants usually sit at long, narrow tables, where certain seats have been designated in advance for the partygoers. When making the seating order, it is important to take into account:

- **Avecs:** it's nice for sits to participate with a friend, so when selling tickets you can ask with whom you plan to participate in the event. Avec are placed to sit next to each other or face each other. Other people are placed around them so that the participants get to know as many new people as possible at the event.
- **Wishes:** a table companion wish can be asked at ticket sales if you want to place groups of friends together. In the comments of the registration, the participant can also wish to be close to the toast, e.g. due to impaired hearing, or at a wider table/at the end of the table due to reduced mobility, or near toilets, e.g. due to a health condition that requires access to the toilet when the needed. If the sitz rules state that you can only go to the toilet during breaks, the toast must be informed of any person who is allowed to use the toilet discreetly.
- **Experience level:** experienced sitz participants should be placed around the hall, so that new participants can hear the tempo and melody of the songs from several directions and thus learn the songs better than among new participants alone. It is also good to place board members or other responsible persons around the hall, so that discipline and teaching good manners takes place at several tables.
- **Language:** if it is not possible to toast the sitz bilingually, it is good to place foreign speaking participants next to the organizers or others who are willing to interpret the event.
- It is good to make three versions of the seating order: one for the participants to see, one with the food and allergies, and the third with the drink choices. Note that the toasts are seated at a separate table at the end of the rows of tables.

Drinks and a three-course dinner are typically served at sitz. Schnapps is often served with the starter, wine or a mild drink with the main course, and punch or another schnapps with the dessert. Sometimes the drink and food are served separately so that all the drinks have been distributed to the tables before the start of the event, in which case it's good to tell the toast if it's needed to save some drinks for the right song. You can cook sitz food yourself or order it from outside, but some event spaces may have requirements regarding food, so you should check these before planning the food. When serving food, remember to say out loud what is being served and what ingredients the portions contain. Special diets must be taken into account - already at ticket sales! Often, catering companies and restaurants require special diets a week in advance, in which case it is not

advisable to sell or exchange tickets after this. The number of eaters is participants + organizers + other possible people present at the event.

The venue and technology must always be checked in advance. Even when the place and equipment are familiar. On the day of the event, everything must be ready no later than half an hour before the start of the event, when the participants usually start arriving at the venue.

Those responsible for the final cleaning must be known in advance, so that not everyone runs away when the toast ends the event! Often the toasts instruct that the tables are cleaned together among all participants, which makes cleaning easier. However, there must be a designated person to return the bottles and other supplies - bonus if they have a car.

The after party can be organized in the same or different place as the sitz, depending on the possibilities and preferences. If they are organized elsewhere, it is good to think about how the participants can get to the afterparty from the sitz, and whether there is a need for a rented bus in between. If the afterparty is organized yourself, there should be a separate plan for the afterparty, which includes the responsible persons and their tasks, as well as the budget. During the afterparty, a person should be present at all times, to whom one can report if they have experienced harassment or feel unsafe - especially regarding spiking and sexual harassment. If there is reason to suspect that a crime has occurred, you must immediately call the emergency number and ask for the police and, if necessary, an ambulance. In case of disturbing individuals, you can also call the security guards (järjestyksenvalvojat), if they are available in the space. People allowed in the afterparty should only be people who have been invited or otherwise identified so that in the event of a crime or danger the organizer knows who has been present.

Communication

It's good for any event to have a story, through which the audience understands *who* can come, *how much* it costs, *where and how long* the ticket sales are, *what* event it is in general (especially if the name is special), *where* the event is organized (i.e. the address) and *when*.

For fresher and annual sitz, it is useful to tell separately what kind of event it is and how the first-timers should prepare for the event.

Sitz advertisement and registration should be out no later than 3 weeks before the event. This is because traditionally 2 weeks is enough to advertise the event, but the participant information should have been collected a week earlier due to food restrictions and placement. It is useful for marketing to follow the theme of the event.

After the event

It is a good idea to send a thank you message to the participants, which can include, for example, a feedback survey and a link to the photos taken by the photographer. It is also good to make a social media post about the event, where participants, organizers and partners are thanked.

It is worth holding a finishing meeting where the course of the event is reviewed and the feedback given by the organizers and participants is reviewed. The event must be documented accurately, including implemented ideas, suggestions, where the event was successful and what should be developed, as well as the final costs and profits. In this way, organizing future sitz is even easier.

Remember that even if everything goes wrong, it's just one sitz. There will be new ones.

SITZ - INSTRUCTIONS FOR PARTICIPANTS

Sitz are an academic table party where you sing about the joys of life, cheer and feast on good food. Songs are sung from the students' songbooks or from the event's song booklet, which mainly contain familiar, reworded songs.

Sitz usually have a dress code that must be followed. If you are not sure whether student overalls can be included in the outfit, you can ask the organizer about it. It's not a good idea to drink before the sitz, because the event itself acts as a start for what's to come. You should arrive at the event well in advance of the start of the sessions, as lateness may result in a penalty. Seats usually have a seating order that must be followed. At the beginning of the event, you must find your own place, introduce yourself to the people sitting nearby, stand behind the chair and sit down only after the toastmasters have given permission.

Toastmasters are guides who decide the course of the evening, i.e. the program, punishments and taking breaks. In addition to singing and eating, the program often includes activities, i.e. shows or activities in which participants may be asked to join. The punishments given at sitz are playful and often done in good spirit, given to those who do not follow the rules of the event or the toastmasters. The amount and quality of punishments varies depending on the organizer.

It is not appropriate for sitz participants to talk, use the phone or move from their place during the singing or speeches. At sitz, breaks are held, during which you can go to the bathroom or have a cigarette, or a food break is declared. Depending on the organizer, the food is served warm or, according to old traditions, cold.

You can ask to speak by clinking a glass or in another way announced by the toastmasters. After you have been given permission to speak, introduce yourself, present your case or tell a story, and wish a song. In addition to the song request, it is good to tell the title and number of the song. Some songs have special rules that the toastmasters can explain more about. The person requesting a song wish, or the toastmaster at his request, must then start the song clearly. At the end of the songs, cheering is done by saying "skool", in which case the people sitting nearby are taken into account. Cheering takes place according to the toastmasters' instructions, usually in the order "front right, front left, straight ahead" and looking people in the eye. Some songs have additional verses that cannot be found in the song booklets. Toastmasters can stop the singing of additional verses by shouting "skool", in which case the sitz people must skool and end the song.

sitz people can influence the progression of the song being sung with different utterances. While shouting "mellan sup" between verses, each participant takes a mouthful of their own drink. When shouting "tempo", the tempo of the song is changed faster or slower. When shouting "omstart", the song to be sung starts from the beginning or "omstart stanza" for the stanza. It should be remembered that toastmasters can still reject wishes.

At the end of the sitz, it is customary to clean the tables together, so that the trash and returned bottles are collected in the designated trash cans.

SITSIT - TOASTMASTERS GUIDE

There are usually two toastmasters, one of whom is experienced and the other acts as an apprentice.

Toasts should agree on the practices and rules of the evening with the organizing team in advance. Consider the theme of sitz and consider any special needs;

- For fresher sitz, it is good to go over the practice of sitz, the special rules for drinks and different songs, give fewer and/or milder punishments and make sure that older students do not set a bad example for the freshers.
- At annual sitz, the etiquette can be more fancy, additional verses or dirtier songs are prohibited and punishments may not be handed out.
- Proggis and punishments according to the theme, it is good to think about these in advance

Toasts must make sure that they can sing or at least start all the songs that will be sung at the event. Knowing the rhythm/tempo of the songs is enough for singing skills. Toast must also take into account the use of their voice, speak in an audible voice and keep the sitz people "under control" even towards the evening, when the volume increases.

Controlling the program flow is toast's most important task. Stick to the schedules and improvise if the schedules change for other reasons, if, for example, the meal or the speaker is late. A couple of minutes before the breaks, you shouldn't give permission for songs that take forever to sing. If the meal order is decided with the help of an activity, think in advance how long the activity will take and time it correctly in relation to the meal. If there are too few speeches and the atmosphere seems to be dull, or there are too many and the songs seem to end in the middle, you can throw in more proggiks.

It is useful to think about punishments and their quality in advance. In some study fields, they are more common and more severe than in others, and the organizer's wishes must be respected. Punishments are fun when they are somehow related to the reason for which the punishment is being done.

Toast must intervene in disruptive behavior. This can be harassment, yelling, shout-singing, bad humor, physical disturbance of the space, or being too rowdy. Especially towards the end of the evening, the toast should be careful that a single person or group does not disturb the event too much. Toasts can command the disruptive behavior, move the individuals of the group to sit separately from each other, or, for example, give a warning to the person(s) during a break. Toast should also react if a participant is too drunk to continue being at the events (read: at the blackout point). If someone has to be removed from the event, this can be done by another toast or if you are toasting alone, you can ask the harasser contact person to do this. It is advisable to agree on the practices in advance with the harassment contact person.

At the beginning of the sitz, it is good to remind that the event will not tolerate any kind of harassment or discrimination, and to inform whom you can tell about this during and/or after the event. If the space follows the principles of a safer space, it is good to mention these. With these methods, a pleasant atmosphere can be immediately created for the sitters, where they dare to deal with things that feel uncomfortable.

Toasts must remember the equality and accessibility of the event, for example in the following situations;

- No alcohol: don't make a big deal out of being alcohol-free, no punishments related to drinking, and if you hear someone reprimanding another person for being alcohol-free, you must intervene
- Health conditions: participants may have a health condition that makes them unable to hold their need for a toilet visit, so allow them to go to the toilet discreetly at any time. The participant or the event organizer should inform the toast about this in advance.
- Language skills: if possible, organize the toasting bilingually so that non-English speakers can equally enjoy the event.
- Other localities/culture: if the participants bring up cultural differences regarding the sitz, you should not be confused by this, but consider different sitz traditions as wealth. Of course, speech that degrades different cultures must be addressed.