



# THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

**DUE – October 11, 2017, 5:00 p.m.**

**2018 Celebration of Students Program  
Thursday, April 12<sup>th</sup> – 5:30 p.m. – Ohio Union**

## PLANNING COMMITTEE INTEREST FORM

Submit this completed form via email to: Katie Share, [share.9@osu.edu](mailto:share.9@osu.edu)

<b>Name:</b>	<b>Graduation Date:</b>
<b>Campus Address:</b>	<b>City/State/Zip Code:</b>
<b>Cell Phone:</b>	<b>Email:</b>
<b>Dept/School:</b>	<b>Major:</b>

### STEERING COMMITTEE MEETING PARTICIPATION

Will you be able to attend a meeting on [need to add dates for this year] and weekly/bi-weekly meetings on Wednesday evenings during Spring Semester (dates listed below)?

Yes                      No

Studying abroad Spring Semester? List the dates you will be gone:

Which of the following blocks of time would work for you to attend Steering Committee meetings? *CHECK ALL THAT APPLY:*

Autumn Semester: October 18; November 8 and 29	5:30-6:30	6-7:00	6:30-7:30	7-8:00	7:30-8:30
Spring Semester: January 17, 31; February 7, 21, 28 March 7, 21, 28; April 4, 11	5:30-6:30	6-7:00	6:30-7:30	7-8:00	7:30-8:30

### YOUR INTERESTS

1. Have you been a member of this committee in the past? If yes, list year(s): \_\_\_\_\_

2. Please rank all sub-committees on which you would be willing to serve in order of preference (1<sup>st</sup> through 6<sup>th</sup>). Understand that you may/may not receive your top choice. If you are definitely not interested in one of the following sub-committees, do not provide a ranking for that item.

3. Are you interested in being a sub-committee chair?                      Yes                      No

If yes, which committee(s): \_\_\_\_\_

**NOTE:** Sub-committee chairs will serve on the Executive Committee with the Co-Chairs. Additional meetings will be scheduled as needed.

4. Are you interested in auditioning to be a Narrator?                      Yes                      No

*NOTE: You must be a member of one of the subcommittees to audition for Narrator*

### ***IMPORTANT - HOW TO SUBMIT YOUR APPLICATION!***

***Print a copy of your completed application form, for your records, prior to submission***

- 1.) ***Save this application form to your computer before starting to complete.*** 2.) ***After saving the document on your computer, open that copy of the document file.***
- 3.) ***Complete the form. You MUST use Adobe Reader when completing this form (Apple users: DO NOT use "Preview" for completing this form for submission). Remember to save a copy of your completed form for your records.*** 4.) ***Attach a copy of your completed and saved application form to an email to [share.9@osu.edu](mailto:share.9@osu.edu).***

## OPPORTUNITIES REQUIRING AN AUDITION/INTERVIEW (Indicate interest above and by checking below)

\_\_\_\_\_ **Narrator** – Work together to create and present the recognition program script.

\*All committee members will have the opportunity to audition to be a Narrator. Narrators will be interviewed and selected in February. You must be a committee member to audition for the Narrator position.

## Sub-COMMITTEES

\_\_\_\_\_ **Atmosphere & Ambience** – Plan, order and construct decorations (working with ATI) that support the theme and add color and beauty to the Celebration of Students Program, including table decorations, place settings and stage decor.

\_\_\_\_\_ **Food & Menu** – Plan and budget the menu for the event’s dinner, solicit needed food items and table service, make arrangements for food preparation, and coordinate food preparation and serving needs with the Ohio Union chef and staff. Recruit student and faculty members to serve meals. Recruit students to clear tables and assist in clean up after the meal.

\_\_\_\_\_ **Production** – Collaborate with other sub-committees to prepare and coordinate photographs, PowerPoint presentations, and video segments used during the event. Serve in a technical role to help committees achieve their goals for video production. Work with OSU communications professionals to perform pre-production and production efforts.

\_\_\_\_\_ **Program** – Collect and organize all information for the publication of the program booklet; work with a faculty advisor in design and creation. Select printer and proof copy before printing. Work with Production committee to obtain photos needed for program.

\_\_\_\_\_ **Public Relations** – Plan and conduct a comprehensive communication effort to inform students, faculty and staff about the Celebration of Students Program using signs, letters, t-shirts, posters and other imaginative devices. Design, organize and coordinate the printing, distribution and sales of event tickets. Coordinate event promotional items. Select a gift to recognize Newcomb Scholars. Contact all Newcomb scholars, parents and advisors to encourage them to attend. Send invitations to special guests of the college and recruit students in the College to serve as their hosts and hostesses.

\_\_\_\_\_ **Solicitations** – Coordinate solicitation of donations from student organizations, firms and others to support the costs associated with the banquet. Work with other committees to involve them in the solicitation process as well.

**NOTE:** Each committee will have “down time” during the event planning season – when your committee finds it is “caught up” on the responsibilities, you will be asked to help on other sub-committees.

**TELL US MORE ABOUT YOUR EXPERIENCE AND INTERESTS**

**Experience in Planning Events** (max reply of 750 characters)

What event planning experiences have you had with the CFAES Celebration of Students Program or other events?

**Committee Preferences**

First Choice: Why did you select \_\_\_\_\_ as your first choice?

What experience or special ability would you bring to the work of this committee? (max reply of 500 characters)

Second Choice: Why did you select \_\_\_\_\_ as your second choice?

What experience or special ability would you bring to the work of this committee? (max reply of 500 characters)

**Creative Thoughts for the 2018 Program** (max reply of 750 characters) A major focus of this year's event is to provide an atmosphere and experience that is welcoming to students from all majors in the college. What ideas do you have to make it an evening that will interest all our students?

**Leadership and Time Management** (max reply of 750 characters)

Describe a time when you were in a leadership position and you had to use time management skills to meet a deadline.

**Questions?** Please contact co-chairs: Kristen Eisenhauer (.30) or Monica Pennewitt (.2)

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More complete descriptions can be obtained from Dr. Marilyn Trefz (.2)