General Expectations for Major Campus Event Chairs

- The student chairs for Welcome Week, Student Involvement Fair, and Homecoming will be on campus and available to work throughout the Summer and Autumn Quarters of 2006.
- The student chairs for Beat Michigan Week and BuckeyeThon will have appointments that vary from April 2006-May 2007.
- All positions are paid through The Ohio Union (with the exception of the BuckeyeThon Co-Directors which are volunteer positions), and the student chair will be able to take classes during indicated quarters.
- Student applicants must have and maintain at least a 2.5 cumulative GPA throughout the selection process and appointment.
- All Chairpersons must attend the Major Campus Event Chair Retreat on March 31-April 2, 2006.

Committee Chair Position Descriptions

**Welcome Week 2006:** The Welcome Week Committee Chair oversees a committee of faculty, staff, and students responsible for planning and implementing all Welcome Week 2006 programs, which include Campus Locator Services, Scarlet Fever, and other programs planned by the Steering Committee. This position’s responsibilities include working as an office assistant, soliciting program sponsorship, coordinating volunteers, event marketing, and overall event coordination. The length of commitment for this position is April 1 – October 1, 2006.

**Student Involvement Fair 2006:** The Student Involvement Fair Chair is responsible for planning and implementing the Fall Quarter Student Involvement Fair during Welcome Week 2006. This position’s responsibilities include working as an office assistant, soliciting program sponsorship, soliciting student organization/university department/community business participation, and overall event coordination. The length of commitment for this position is April 1 – October 1, 2006.

**Homecoming 2006:** The Homecoming Committee Chair is responsible for planning and implementing all Homecoming 2006 programs, which include the Homecoming Parade, Pep Rally, and other programs planned by the Steering Committee. Other responsibilities may include working as an office assistant, soliciting program sponsorship, coordinating volunteers, and overall event marketing. The length of commitment for this position is April 1 – November 1, 2006.

**Beat Michigan Week 2006:** The Beat Michigan Week Committee Chair oversees a committee of university staff and students responsible for planning and implementing all Beat Michigan Week 2006 programs, which include Wing the Wolverines, and other programs planned by the Steering Committee. The length of commitment for this position is September 1 – December 8, 2006.
BuckeyeThon 2007: The BuckeyeThon Co-Directors oversee a committee of students responsible for planning and implementing Ohio State's 14 hour Dance Marathon. The Co-Chairs are each responsible for a specific set of committees: the Vision Committee (Planning before the event) and the Production Committee (planning for the event). In addition to oversight, the co-chairs also plan some large events such as the Football Fundraiser and the Benefit Dinner. Co-chairs must be very organized, flexible, good communicators (to both large and small groups) and have background knowledge on event planning. The length of commitment for this position is April 1, 2006- March 1, 2007.

Compensation: The Welcome Week, Student Involvement Fair, Homecoming and Beat Michigan Week chairpersons will receive a monetary stipend. The BuckeyeThon co-directors are volunteer positions.

Application Deadline: Friday, February 17, 2006 at 5:00 pm
Please sign up for a phone interview upon turning in application to 211 Ohio Union.

A selection committee will review applications, and all applicants will have the chance to participate in a phone interview. References will be checked, and finalists will be invited to participate in a final round of group and individual interviews. Finalists will be notified of their selection no later than the week of March 13, 2006.

Please contact Ms. Kay Robinson at 292.8763 (Robinson.776@osu.edu) with questions or for additional information.
MAJOR CAMPUS EVENT CHAIR APPLICATION

Please return to Room 211 & sign up for a phone interview in 211 Ohio Union by
Friday, February 17, 2006 by 5:00 pm

(This form is also available for download at http://www.ohiounion.osu.edu.)

Applicant Information:

Name:______________________________________________   Home Phone:____________________
E-mail address:______________________________________ Cell Phone:______________________
Expected Graduation Date:___________________________ GPA:___________________________
Campus Address:_______________________________________________________________________

Two Professional References (at least one should be an OSU faculty or staff person):

Name:____________________________________   Title:______________________________________
E-mail:___________________________________   Daytime Phone:_____________________________
Name:____________________________________   Title:______________________________________
E-mail:___________________________________   Daytime Phone:_____________________________

Please rank all Major Campus Event Chair positions (1 being your first preference):

(   ) Welcome Week 2006    (   ) Student Involvement Fair 2006    (   ) BuckeyeThon 2007
(   ) Homecoming 2006        (   ) Beat Michigan Week 2006

I have read and understand these conditions and by signing this form, I authorize The Ohio Union to
access my academic record in order to approve my application.

Signature____________________________________________   Date:____________________________

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Please contact Ms. Kay Robinson at 292.8763 (Robinson.776@osu.edu) with questions or for additional information.
This application is to establish your initial interest and qualifications for these positions. Please include a **one-page resume** with your completed application.

Please respond to the questions below (150 words). Please use a separate sheet for your responses.

1. **Why are you interested in being a Major Campus Event Chair? What personal skills or qualifications can you bring to this position?**

2. **Tell us more about your ranking preferences. Are there reasons you ranked the way you did?**

3. **Why do you feel that major campus events are beneficial to the Ohio State community?**

4. **If given an opportunity to serve as a Major Campus Event Chair, what would you like to gain from your experience?**

5. **What has been one of your favorite, or most memorable, experiences at a major campus event?**