**2016 Big Event**

**Southeastern Louisiana University**

**Committee Application**

 Turn in all applications to the SGA Big Event Director, Jeremiah Eisenhardt, at jeremiah.eisenhardt@selu.edu or turn in the application to the SGA Office by **12:00pm on Thursday, December 10th, 2015.**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Southeastern Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:** (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Major**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Year/Classification:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

T-shirt size (circle one): S M L XL 2XL

**Outline of Application Process**

1. Turn in all applications to The Big Event Director, Jeremiah Eisenhardt, at jeremiah.eisenhardt@selu.edu or turn in to the SGA Office by 12:00pm on Thursday, December 10, 2015.
2. **Applicants will be notified by Wednesday, January 13th, 2016.**

**Duties of a Committee Chair**

* Attend **all** joint committee meetings and coordinate information for your specific committee.
* Coordinate **all** individual committee meetings (frequency of meetings varies by committee.)
* Attend the Big Event (including all set-ups and break-downs.)
* Meet with or send a report to Jeremiah at least monthly.

**Individual Committee Chair Distinctions**

**(Check your first choice)**

**Student Involvement Chair \_\_\_\_\_\_ Marketing Chair \_\_\_\_\_**

**Logistics Chair\_\_\_\_\_\_ Site Recruitment Chair \_\_\_\_\_**

**Reception Chair\_\_\_\_\_\_**

**\*\*\*We are looking for motivated and dedicated individuals to serve as committee chairs and committee members. Please review all of your prior commitments before continuing and filling out the application\*\*\***

**If you have any questions please email the SGA Big Event Director, Jeremiah Eisenhardt, at jeremiah.eisenhardt@selu.edu**

**Please answer the following questions on this page or on a separate sheet of paper.**

1. What organizations are you currently involved in? Please include your level of involvement (if you’re an officer, how long you have been involved, etc.).
2. What previous experience do you have working with the Big Event, if any? (Prior experience is not necessary to become a committee member.)
3. What are some ideas you have on improving The Big Event? (Please be thorough in your description.)
4. What skills do you possess that will make you an outstanding committee member, or committee chair?
5. Do you have reliable transportation? (circle one) Y N
6. Based on your Spring 2016 schedule, please list out when you are available

Monday-Friday 7:00 AM to 7:00 PM. (i.e. when you are not in class or working.)

**The Big Event 2016 Committee Descriptions**

**Student Involvement Chair**

- Responsible for recruiting students and organizations to register for The Big Event.

- In charge of electronic and hard copy registration.

- Making sure each participant has filled out a waiver.

- Assign appropriate teams to Big Event Sites.

- After the event is held, responsible for distributing and receiving student evaluations.

**Marketing Chair**

- Advertise for The Big Event.

- Create the 6th Annual Big Event logo, t-shirt, flyers and promotional items.

- Complete the t-shirt design and oversee the entire t-shirt order process.

- Act as the liaison between SGA and the Office of Student Publications and the Lions Roar.

- Work with the SGA Public Relations Director to document and photograph the event.

- Must be willing to go out into the community and positively promote what The Big Event is and the mission of our day of service.

**Logistics Committee Chair**

- Responsible for day-of check in, registration and waivers.

- Responsible for set-up of stations, tables, and breakfast.

- Responsible distribution of equipment for sites.

- Responsible for the distribution of breakfast, as well as T-shirts.

- In charge of making sure every person involved knows where to go and what to do.

**Site Recruitment Committee Chair**

- Responsible of recruiting job sites on campus and in the community.

- In charge of the follow up and evaluation of Job Sites after The Big Event

- In charge of communicating with each individual job site to see their needs and how The Big Event can serve them in the best capacity.

- Responsible for assigning job-site managers for every job-site.

- Responsible for making sure all job-site managers have the appropriate equipment necessary.

**Reception Committee Chair**

- Responsible for reception set-up and break down.

- Responsible for entertainment.

- Making sure there are enough tables, chairs, and trash-cans.

- Making sure there is the appropriate amount of food and beverages.