



Recognition Program Steering Committee Info Sheet

What is the CFAES Recognition Program?

The Recognition Program is an annual celebration to highlight the amazing students, staff, faculty and friends of our college. The entire event is planned and produced by a student committee and more than 600 guests attend each year. This year's banquet will be held on April 16, 2015, in the Archie Griffin Ballroom of the Ohio Union.

Steering Committee Facts

- a. The steering committee is made up of 30-40 students who plan every aspect of the program. Students can be of any rank within the College Food, Agricultural, and Environmental and the School of Environmental and Natural Resources.
- b. Each member will select a sub-committee to join
 - i. **Atmosphere & Ambience** – Plan, order and construct decorations for the event. Develop entertainment segments to be used prior to and during event. Develop a way to recognize all graduating seniors.
 - ii. **Food & Menu** – Plan and budget the menu for the event's dinner. Solicit needed food items Recruit students and faculty members to serve meals.
 - iii. **Production** – 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 professionals to perform pre-production and production efforts.
 - iv. **Program Committee** – Design the recognition program booklet.
 - v. **Public Relations** – Plan and conduct a comprehensive communication effort to inform students, faculty and staff about the Recognition Program. Design, organize and coordinate the printing, distribution and sales of the Recognition Program tickets. Coordinate door prizes and banquet promotion items. Select a gift to recognize Newcomb Scholars. Contact special guests.
 - vi. **Solicitations** – Coordinate solicitation of donations from student organizations, firms and others to support the costs associated with the banquet.
- c. Additional member opportunities requiring an Audition or Interview
 - i. **Co-Producer** – Share primary responsibility for the creation of multi-media needs for the Recognition Program. Work with chair, subcommittees and CommTech staff to lead the Production committee in producing media components and elements for banquet program.
 - ii. **Narrators** – 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.*
 - iii. **Treasurer** - Maintain financial records, receipts, and bank statements. Reimburse steering committee members and vendors for banquet-related purchases.

Applications

Applications can be found on the college's academic website under "Campus Life" They are due October 20, 2014 by 5pm. They can be submitted to Morgan Dailey.180. **Additional questions can be directed to Dr. Flood.13, Dr. Trefz.2 or Stacie Seger.28.**