



# THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

**DUE – October 20, 2014, 5:00 p.m.**

**2015 Recognition Banquet and Program  
Thursday, April 16<sup>th</sup> – 5:30 p.m. – Ohio Union**

## STEERING COMMITTEE APPLICATION FORM

Submit this completed form via email to: Ms. Morgan Dailey, [dailey.180@osu.edu](mailto:dailey.180@osu.edu)

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

### STEERING COMMITTEE MEETING PARTICIPATION

Will you be able to attend regular meetings on Wednesday evenings (dates and time to be determined) during Autumn and Spring Semesters?

Yes No

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

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

Autumn Semester: *October 29 and November 12* 5:30-6:30 6-7:00 6:30-7:30 7-8:00 7:30-8:30

Spring Semester: 5:30-6:30 6-7:00 6:30-7:30 7-8:00 7:30-8:30

### YOUR INTERESTS

- Are you interested in being a sub-committee chair? Yes No
- Are you interested in auditioning for Narrator? Yes No  
*NOTE CHANGE FROM PREVIOUS YEARS IN INFORMATION PROVIDED BELOW\**
- Are you interested in interviewing for Co-Producer? Yes No
- Sub-committee chairs will serve on the Executive Committee with the Chair. Additional meetings will be scheduled as needed.
- 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.

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

\_\_\_\_\_ **Co-Producers** – Share primary responsibility for the creation of multi-media needs for the Recognition Program. Work with co-chairs, subcommittees and CommTech staff to lead the Production committee in producing media components and elements for banquet program. Those interested in being a co-producer will be interviewed on October 23, 2014. As part of the interview, you will be asked to present a video that you have created in the past. Sign up with Morgan Dailey.180 in Room 100 Ag. Admin. to schedule your interview.

\_\_\_\_\_ **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.*

\_\_\_\_\_ **Treasurer** – Maintain financial records, receipts and bank statements. Reimburse steering committee members and vendors for banquet-related purchases. Must be willing to meet with Dr. Flood biweekly. Dr. Flood will contact you regarding an interview.

**Sub-COMMITTEES**

\_\_\_\_\_ **Atmosphere & Ambiance** – Plan, order and construct decorations (working with ATI) that go with the theme to add color and beauty to the Recognition Program, including table decorations, place settings and stage decor. Develop entertainment segments to be used prior to and during the event, either by the creation of video or recruitment of individuals/groups to provide talent. Develop a way to recognize all graduating seniors.

\_\_\_\_\_ **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.

**Note:** *Co-producers will serve as the chairs of this sub-committee.*

\_\_\_\_\_ **Program** – Collect and organize all information for the publication of the recognition program booklet; work with 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 Recognition Program using signs, letters, t-shirts, posters and other imaginative devices. 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 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.

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**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 recognition 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 2015 Program** (max reply of 750 characters)

What ideas do you have to make this the best banquet ever – program themes, other ideas?

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**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 Stacie Seger (.28)

More complete descriptions can be obtained from Dr.Trefz at [trefz.2@osu.edu](mailto:trefz.2@osu.edu) or Dr. Flood at [flood.13@osu.edu](mailto:flood.13@osu.edu)

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