



2ND ANNUAL OΔK WORKFORCE & GRADUATE SCHOOL SEMINAR COMMITTEES

Marketing Committee

- Edit or redesign banners, flyers, table tents, logos, posters, etc. for the seminar.
- Publicize the seminar via contact with teachers, department chairs, etc.
- Arrange for seminar to be advertized on Davies TVs
- Write Press Release/Contact UWEC News Bureau
- Organize group to chalk and tag white boards.

Facilities, Reservations, and Day of Committee

- Work with Sodexho to order food for our presenters.
- Talk to parking and transportation to get day passes for any presenters coming from places other than the University.
- Reserve A/V equipment for presenters who need it
- Put sign standards with flyers in Davies the day of event.

- Make sure rooms are set up how we want them.
- Facilitate the registration and information booth for presenters and students.
- Design name signs for presenters.
- Work on directing students and presenters to the specific rooms.
- Work with Joe to coordinate volunteers for the registration table and in the individual sessions.

Presenters Committee

- **Find people who will be presenters (a major part of the seminar)**
- Possible help could come from Career Services, Alumni Department, etc.
- Inform other respective committees about presenters needs.
- Follow up and confirm all presenters one month in advance of event
- Follow up and confirm all presents via e-mail 1 week in advance of event.
- Send out thank-you's after event.

Door Prize Committee

- Contact potential donors for door prizes. Note: as Honors week approaches SOPHS will also be asking for door prizes from many of the same companies.
- Follow-up with donors.
- Coordinate the pick-up of items.
- Send out Thank-you's.