

ENGINEERS WEEK PLANNING COMMITTEE

Engineers Week 2010 Duties and Responsibilities

- Director of Public Relations
 - Arrange media coverage (TV, radio, newspaper, etc) for E-Week
 - Visibly advertise all of the events, including tabling and flyering
 - Design logos, shirts, flyers, banners for E-Week
 - Work with the Engineering Publications office to create a comprehensive program of all events
 - Work with Finance Director on marketing the sponsorship packet
 - Send thank you letters to sponsors and speakers following the event

- Publicity, Advertising & Promotions
 - Arrange for banners on 13th Street & University, Reitz North Lawn
 - Assist with posters, flyers, t-shirts, pencils, and other giveaways (possibly through corporate donations)
 - Gets ads in local newspapers, commercials on local radio, television

- Finance Director
 - Responsible for managing all finances for Engineers Week
 - Meet regularly with all Event Directors and Assistant Directors of Finance regarding spending within each event
 - Meet with Michael Carroll (BEC Treasurer) to learn about the funding process, rules, SARs, invoicing, and the E-Week budget
 - Manage local and industry solicitation with Assistant Director of Industry Relations
 - Create sponsorship packet to send out to local businesses and engineering companies

- Director of Engineering Bowl
 - Design a Jeopardy-style competition between engineering societies/groups
 - Meet regularly with committee to plan event details
 - Work with Society Coordinator to attract societies to competition
 - Construct a qualifying exam from collected questions and facilitate qualifying rounds

- Assistant Director of Technology
 - Modify the answer/buzzer system for competition
 - Handle coordination between buzzer system and projection display
 - Work to continuously improve the technical aspect of competition

- Faculty Liaison
 - Contact professors/faculty for questions to ask during E-Bowl and qualifying rounds
 - Collect and submit questions to E-Bowl director
 - Invite faculty to encourage them to attend E-Bowl

- Society Coordinator
 - Act as liaison between societies and E-Week events
 - Assist with registration and participation; promote E-Week through meetings, events, emails, etc
 - Meet with the society committees (SHPE, SWE, etc) that are sponsoring E-week events
 - Ensure that participating societies are well represented throughout the events of E-Week
 - Work with the Public Relations Director to collect information from societies for the program

- Engineering Fair
 - Oversee the largest single event held during E-Week, ensuring that all deadlines are met
 - Serve as director of largest E-Week committee with six assistant directors
 - Create registration packets to send out to local schools, speak directly with school officials
 - Get local school contact information and distribute registration packets early

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Engineers Week 2010

Duties and Responsibilities

- Oversee all set up, break down, and event operations through both days
- Work closely with Pam Morgan, School Board of Alachua County

- Assistant Director of Logistics
 - Work with Society Coordinator to coordinate event details with engineering societies
 - Responsible for reserving catering, facilities/equipment, and arranging event layouts
 - Ensure participants have what they need on the day of the event
 - Required to be present to assist during both days of E-Fair
- Community College Coordinator
 - Reach out to local community colleges (including SFCC, CFCC, SJCC)
 - Speak with professors, advisors, administration and encourage their students to attend
 - Required to be present to assist during both days of E-Fair
- Assistant Director of Finance
 - Responsible for managing all finances within the E-Fair
 - Meet regularly with E-Week Finance Director
 - Learn about the funding process, rules, SARs, invoicing, and the E-Fair budget
 - Required to be present to assist during both days of E-Fair
- Research Center Coordinator
 - Work with on-campus research centers to registration and participation
 - Find ways to get research centers involved with E-Week events
 - Required to be present to assist during both days of E-Fair
- Assistant Director of Judging & Awards
 - Establish judging criteria (by December) to announce to E-Fair participants
 - Create judging packets and find judges
 - Work with The Trophy Shop to get awards for ALL E-Week events
 - Required to be present to assist during both days of E-Fair
- Assistant Director of Industry Relations
 - Obtain a list of contact information for engineering companies through CRC
 - Get local business to support (such as through door prizes) and attend E-Fair
 - Required to be present to assist during both days of E-Fair
 - Work closely with E-Week Finance Director on soliciting the industry and local organizations for contributions to E-Week

- Director of Extravaganza/Reception/Field Day (3 positions)
 - Serve as a committee director, directing event planning and meeting deadlines
 - Get estimates and availability of all items/services required
 - Oversee event set up/break down and be present for entire event
 - Create event invitations for faculty, student and industry representatives
 - Obtain a keynote speaker for the event
 - Responsible for reserving catering, facilities/equipment and arranging event layout

- Assistant Director of Finance
 - Responsible for managing all finances within the specific event
 - Meet regularly with E-Week Finance Director
 - Learn about the funding process, rules, SARs, invoicing, and the specific event budget
 - Work closely with E-Week Finance Director on soliciting industry and local organizations to participate and/or sponsor

- Director of Engineering Leadership Forum
 - Work with Public Relations and Society Coordinator to advertise event

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- Responsible for creating an event with guest speakers, workshops and activities to foster leadership skills for engineering students
 - Ensure participants have what they need on the day of the event
- Director of Technology
- Maintain the E-Week website (www.ufbec.org/eweek)
 - Work with the Finance and Public Relation Directors in updating sponsorship packet information and sponsor images on the website
 - Work with all other directors in updating event information and registration pages on the website
 - Help E-Bowl Director as needed with buzzer system and formatting the game