



# The Big Event Executive Team Application

**Name** \_\_\_\_\_ **Student ID** \_\_\_\_\_

**Local Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP Code** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**College** \_\_\_\_\_ **Major(s)** \_\_\_\_\_

**Class (Fall)**  Sophomore |  Junior |  Senior |  Graduate

**Committee Preference** (1-Most; 9-Least) \_\_\_\_\_

\_\_\_ Private Residences/Community Organizations | \_\_\_ Recruitment | \_\_\_ Day Of  
 \_\_\_ Marketing | \_\_\_ Sponsorship | \_\_\_ Operations Staff Head | \_\_\_ Tools  
 \_\_\_ Graphic Design | \_\_\_ Waste Management & Sustainability

Please fill out this application form completely and accurately. This form will be used as a screening tool. The top applicants will be interviewed. In the event you are not interviewed, you will be notified by email. Attach your responses on a separate sheet of paper and return to the ASUN Student Government Office, 136 Nebraska Union.

**All persons appointed to a position must give the Director of Administration and/or the Appointments Board Chair two (2) weeks' notice, should they choose to forfeit their position.**

Provide the name of one University reference (student, faculty or staff) and include title if applicable.

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

If you have any questions, comments, or concerns regarding this application or the position, please contact The Big Event at bigevent.unl@gmail.com.

**Answer the following questions on a separate sheet of paper:**

1. Why do you want to be a part of The Big Event? What past experience do you have with The Big Event (if any) and what would you like improve for next year?
2. Explain the committee preferences you indicated above? Explain how your past experiences would make you a good fit for the roles?
3. What would make you a good The Big Event executive team member? What are your strengths?
4. In which other campus/community organizations are you involved, and what, if any, leadership roles have you held or do you hold? What other time commitments will you have in the coming year? How much time per week will you be able to devote to The Big Event?

Grade Release

I hereby authorize the Vice Chancellor of Student Affairs, or his designee, to check my academic, disciplinary, and other institutional records to verify my eligibility to be a candidate for office or committee appointment, and to continue to serve in such positions during future semesters. I understand that this authorization provides permission to verify the requirements, while duly holding this office or appointment, specified in the Board of Regents Policy as well as additional requirements as stated by ASUN.

Eligibility requirements as defined by the Board of Regents: In order to be eligible to be a candidate for, or to serve in, an office of student government, a student must be officially registered as a student in good standing (minimum 2.0 cumulative GPA, and not on academic or disciplinary probation, as determined by each major administrative unit) during the academic term while running for and/or holding office.

Additional requirement as defined in the ASUN Constitution: Any candidate for an office of student government must also be regularly enrolled as a full-time student.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# The Big Event Executive Positions

## **Private Residences/Community Organizations (4)**

- Contact and maintain relations job sites at private residences
- Lead a phone committee
- Recruit new job sites

## **Recruitment (4)**

- Encourage students to register for The Big Event
- Hold booths or events for easy registration
- Incentivize volunteers with competitions or prizes

## **Operations Staff Heads (2)**

- Facilitate and Communicate with the Operations Staff
- Assign Operations Staff members to job sites
- Collect and organize paperwork from job sites

## **Marketing (2 - internal & external)**

- Reach UNL students, faculty, and staff to encourage registration
- Reach private residences and community members to encourage registration
- Create and implement campaigns to build awareness of the event

## **Day Of Coordinator (1)**

- Organize operations on the actual day of The Big Event
- Work with the Campus Recreation staff to arrange the space
- Plan logistics of volunteers, operations staff, food, and entertainment

## **Sponsorship (4)**

- Maintains relationships with previous sponsors while actively seeking new ones to acquire food and monetary sponsorships
- Arranging the logistics of food on the day of the Big Event
- Publicize the value of The Big Event sponsorship program

## **Waste Management & Sustainability Liaison(1)**

- Communicate with the sustainability committee
- Organize logistics of recycling and composting on the day of the big event
- Keep the event waste free

## **Tools (1)**

- Coordinate tool inventory before/after the event
- Organize logistics of giving away and collecting tools
- Communicate with tools committee to move tools to/from the Rec

## **Graphic Designer (1)**

- Unify The Big Event brand across multiple online and print platforms
- Provide content to marketing, sponsorship, and the website
- Design social posts, fliers, snapchat filters, etc.