

## **STUDENT REPRESENTATIVE**

### **CHRONOLOGY**

#### **JANUARY**

- Attend Festival Follow-up Meeting (usually last Sunday of January)

#### **FEBRUARY**

- By February 15th send annual budget request to ISU or U of I contact so that budget can be prepared for March meeting.

#### **MARCH**

- Attend Spring Meeting of Planning Committee (optional)
- Solicit Building Managers, Student Committee Members
- Brainstorm ideas for Friday night activities (dance, Bowling and Billiards Center, movie, Improv Mafia etc.)

#### **APRIL - MAY**

#### **JUNE**

- Attend two-day Summer Meeting of Planning Committee

#### **JULY - AUGUST**

#### **SEPTEMBER**

- Attend Fall Meeting of Planning Committee
- Attend ITA Convention (optional)
- Solicit Monitors

#### **OCTOBER**

- Solicit Monitors
- Assign building supervisors, house managers, swap desk, and fest gear to volunteers. Create these schedules and input volunteers at Conference Services before Thanksgiving meeting. Ideally so only ushers and workshop monitor's schedules need to be assigned during the Thanksgiving meeting.

#### **NOVEMBER**

- Attend 2 day Thanksgiving Meeting of Planning Committee (in some calendar years this meeting is the weekend before Thanksgiving). Arrange with Promotions for monitor t-shirts. Work with workshop directors to schedule room usage, to identify monitor needs, and to determine monitors schedule.
- Solicit Monitors; "finalize" mentors
- Finalize Friday night activities.

## **DECEMBER**

- Meet with students who have volunteered to be monitors before Christmas break. At this time, preliminary assignments are given.

## **JANUARY**

- • Festival Week Responsibilities:
  - Attend Pre-Festival Planning Committee Meeting (Wed. eve.). Confer with workshop directors to finalize time and placement of monitors.
  - Prepare and set-up for Festival (Wednesday and Thursday morning/afternoon).
  - Greet and assist with registration (Thursday 3-8 pm). Hold meeting with volunteer monitors for final instructions (Thursday morning/afternoon).
  - Attend Opening Festival Performance(s) (Thursday evening).
  - Be available at Festival headquarters to trouble shoot on Friday and Saturday. Also monitor Swap desk during hours that headquarters is open on Friday and Saturday.
  - Student Committee attend the Sponsor Reception Friday night.
  - Attend Final All-State Performance (Saturday afternoon)
- After Festival write exit report and prepare 30 copies for January meeting.
- Attend and present exit report at Festival Follow-up Meeting (usually last Sunday of January).

(last updated January 2010)