**AUBURN UNIVERSITY WOMEN’S HEALTH AND WELLNESS CHOCOLATE FESTIVAL**

*COMMITTEE CHOICE FORM AND*

*SUBCOMMITTEE CHAIR APPLICATION FOR 2014*

Thank you for your interest in being a part of Auburn University’s Fourth Annual Women’s Health and Wellness Chocolate Festival, sponsored by the Women’s Resource Center and the Women in Science and Engineering (WISE) Institute. Being a member of the Planning Committee will not only build your resume and develop your leadership skills, but it will also allow you to expand your professional network. Working alongside the conference co-chairs and advisors, the Planning Committee will play a critical role in ensuring the success of the event.

The various committees and their responsibilities are described below. Please review them, identify your areas of interest and return the Committee Choice Form/Subcommittee Committee Chair Application via e-mail to Rachel Dawkins at [dawkird@auburn.edu](mailto:dawkird@auburn.edu) or Bonnie Wilson at [bonnie@auburn.edu](mailto:bonnie@auburn.edu). We look forward to your participation in making the Women’s Health and Wellness Chocolate Festival a great success!

**FUNDRAISING AND DONATIONS**

*Objective: Create and maintain the budget for the festival, and develop an action plan for Fundraising, Corporate Sponsorships and most importantly- chocolate donations.*

* Create a list of items that money will be needed to purchase and write the amount you estimate to spend.
* Create a solicitation letter for local area businesses for donations
* Give this letter along with a cheerful smile and explanation of event to pre-selected businesses. Also, prepare to visit all of these businesses again to accept donations.
* Ask other colleges and units on campus for co-sponsorship including alumni.
* Maintain a running list of donors, exact donations to be expected, and donations actually received.
* Contact the university’s Development Officer assigned to ODMA, as he can guide you about the university’s guidelines when soliciting corporate or foundations funds for this type of event.

**OPERATIONS COMMITTEE**

*Objective: Identify and implement all of the “day of” logistical requirements*

* Review the logistics/evaluations from last year’s event.
* Planning of the use of reserved rooms (who goes where, when, etc.). Create a chart for the distribution of games, expo and chocolate tables.
* Responsible for making sure rooms are properly set up on day of conference (AV equipment, flip-charts, tables, chocolate, band sound equipment, etc.)
* Responsible for all media services i.e. coordinating with video and camera services as well as media for PowerPoint’s, games, etc.
* Coordinate with donated items on day of the conference
* Responsible for the arrangement of chocolate and pricing before the event.

**POST CONFERENCE (FOLLOW UP)**

*Objective: Develop and oversee all Post-Conference objectives.*

* Send thank you notes to sponsors, expo members, demonstrators, and volunteers.
* Create a folder on the J:Drive for the particular conference and save all documents to the shared drive (J:Drive) under the Auburn University Women’s Health and Wellness Chocolate Festival.
* Complete a budget reconciliation. Compare your estimated budget with actual project expenditures.
* Create the WHWCF Planning Guidebook with lessons learned

**PUBLICITY COMMITTEE**

*Objective: To get over 200 people to attend the festival*

* Review relevant materials/evaluations from last year’s event.
* Create and distribute the materials and approaches to reach these women: brochures, flyers, e-mail, facebook, banners and other advertisements, etc.
* Create all publications for day of events such as donor posters to be displayed around the festival rooms and halls, table signs, carry out bags with logos, etc.
* Contact and publicize with all available campus media like WEGL, Tiger Eye, The Plainsman, OIT, AUDaily etc. and off campus media including local newspapers, banners, signs, flyers, etc.
* Your job is imperative! We need all health nuts and chocolate lovers and all of their friends too. Without people we have no festival!

**TICKET SALES COMMITTEE**

*Objective: Organize and implement the process from pre event ticket sales to “day of” ticket sales*

* Review the registration materials/evaluations from Virginia Tech’s model event
* Develop/edit/print design for the ticket
* Responsible for the pre festival ticket sales as well as the day of the festival ticket sales
* Responsible for keeping a running total of tickets sold in order to provide a total number of guests (which will be what we base our amount of food and other donated items for the event.

**VOLUNTEER COORDINATOR**

*Objective: To enlist and maintain a large working group of volunteers to help run the event.*

* Create a database of names and contact information for individual volunteers
* Coordinate with already established volunteer groups such as IMPACT, etc. for volunteering
* Approach teachers and departments (i.e. women’s studies classes, School of Liberal Arts, etc.) about extra credit for student volunteers.
* Approach sororities, especially those with similar philanthropies (i.e. women’s issues, etc), and enlist volunteers.
* Create an opportunity for spirit points by contacting the appropriate channels
* Coordinate all volunteer assignments for prior festival volunteer needs and most importantly volunteer jobs for the day of the event.

**EXPO ORGANIZATIONS COORDINATOR (HEALTH AND WELLNESS GROUPS)**

*Objective: To recruit and orchestrate all relevant local area health and wellness organizations for the expo portion of the event.*

* Work with Chairs on research for possible organizations to approach for the event.
* Create a participation letter for local area businesses and organizations that have a vested interest in women’s/general health issues
* Personally approach these businesses and be prepared to follow up with them on their participation
* Coordinate with operations on set up and organization tables and demonstrations for the day of the event

**ENTERTAINMENT**

*Objective: To bring in and organize local area musical groups to play for the duration of the event.*

* Work with Chairs on researching and compiling a list of possible groups/ individual performers for the event
* Personally approach these groups about a donated performance (All sets will only be about 25 minutes in duration or shorter and many acts could see this as a time to practice rather than an actual performance).
* Responsible for all equipment procuring, set up, and operation before and during the event
* Responsible for the smooth transition of all musical acts
* Coordinate with operations on the best plan for location, etc.

**SILENT AUCTION AND GAMES COORDINATOR**

*Objective: To orchestrate the silent auction fundraiser as well as all large scale games such as the cake walk, etc. for the event.*

* Work with fundraising and donations in procuring all goods for auction and or game prizes
* Work with chairs on games/ fun events, etc. that will be provided at the event including but not limited to the silent auction and cake walk.
* Prepare forms for silent auction and all materials needed for games
* Responsible for the assembling and creation of all baskets and prizes to be auctioned off or given away.
* Responsible for the running of these operations during the event

**5K AND FUN RUN COORDINATOR**

*Objective: To organize a professional and fun athletic event to raise awareness and prepare event goers about women’s health issues and the following Chocolate festival.*

* Look at last year’s best practices to learn what to do best for the race.
* Work with AORTA in the logistics of the run
* Decide on race route
* Work on race day t-shirt designs and printing
* Arrange registration and volunteer coordination for the day of
* Work with fundraising to procure race day materials like food giveaways and race prizes.
* This is a big job but a very important one to the success of the overall Chocolate festival.

**2014 WOMEN’S HEALTH AND WELLNESS CHOCOLATE FESTIVAL**

COMMITTEE CHOICE FORM/SUBCOMMITTEE COMMITTEE CHAIR APPLICATION

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_ MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YEAR: \_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOP 3 CHOICES**

Please specify the committees you are most interested in.

First Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Third Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INDIVIDUALS INTERESTED IN BEING CONSIDERED FOR A SUBCOMMITTEE COMMITTEE CHAIR POSITION SHOULD BRIEFLY ANSWER THE QUESTIONS BELOW.

What skills do you possess that make you a good candidate for a Subcommittee Chair? (Please be specific and limit your answer to 1 paragraph.)

How do you feel that your involvement in the planning process for the 2014 Women’s Health and Wellness Chocolate Festival will further your leadership development? (Please be specific and limit your answer to 1 paragraph.)

**Thank you for your interest in the**

**2014 Auburn University Women’s Health and Wellness Chocolate Festival!**