**Position Expectations**:

CORPORATE

\*Raise funds to be used for Expo through sponsorships.

\*Be *constantly* available via email to the sponsors and exhibitors.

\*Guided new sponsors and exhibitors along the lines of what Expo has previously looked like.

\*Day of you will be in the corporate room ensuring sponsors and exhibitors have all they need.

GIRL SCOUTS/BOY SCOUTS

\*Email troops to extend an invitation and get them excited about expo.

\*Be a reliable source of information for all troop leaders.

\*Make an activity for the scouts to perform that has to do with engineering.

\*Compile lists of all those attending, each child needs to be registered and have a troop associated with them.

\*Materials for the Activity need to be purchased.

\*Time slots need to be created and signed up for so troops do not overwhelm the board members by all showing up at once.

MARKETING

\*Ensure the public and the USF is well aware of Expo and when things will be happening.

\*Contact local radio stations to promote Engineering Expo

\*Design all graphics for the Event

\*Attend Bull Markets to encourage volunteers to register for the event

\*Design flyers to be hung around USF

\*Ensure the USF Calendars accurately reflect Engineering Expo’s date.

\*Access the LCD screens in the MSC

\*Update the Facebook Page

\*Take pictures during the Event

SIGNAGE AND MAPS

\*Determine what signage would be beneficial for the Expo event and what locations are best suited for those.

\*Work with companies to get discounts for the sings Expo will use.

\*Design signs and place the orders.

\*The Thursday before the event signs will be posted around campus to point people in the correct direction.

\*Saturday after the Expo signage will be removed and stored for next year.

WEB DESIGN

\*Update the Engineering Expo website

\*Keep all information present

\*Take pictures during the event

SCHOOLS

\*Email schools to extend an invitation and get them excited about expo.

\*Be a reliable source of information for all teachers and admins.

\*Create a packet for the schools with information about the event, how expo is pertinent to the learning experience, where buses should park, how to register the students, where the registration tent is, and how lunch will be handled.

\*Compile lists of all those attending, each child needs to be registered and have a school associated with them.

\*Emergency information needs to be collected for each student and recorded to turn into the College of Engineering.

LOGISTICS

\*Ensure all exhibits are placed in locations that allow them the resources they need ex: water, electricity.

\*Reserve the Beard Parking garage for the day of the event.

\*Determine a way to make lines around bigger exhibits

\*Places classrooms on hold for Friday and Saturday and ensure they are opened on time.

\*Reserve tables and chairs and chairs for the event

SAFETY

\*Contact the police and EMTs for the event

\*Develop safety plans, risk assessments

\*Develop a plan for a rainy day

VENDORS

\*Contact dining vendors to develop plans for lunch the day of Expo.

\*Order shirts for Student Organizations, Expo Board, and Committee

\*Order name tags for Expo Board

\*Order Merchandise for the store

FINANCIAL OFFICER

\*Any materials needed will be order through this position.

\*A financial officer course will need to be taken (1 hour class).

\*Purchase orders will need to be submitted through SG.

\*Rent Materials through SG.

QUALITY CONTROL

\*Ensure all exhibits at the event are pertinent to Engineering.

\*Help groups develop ideas for their exhibits, if need be.

\*During the day of the Expo go around to all exhibits and make note on appearances, and quality of the exhibits.

PUBLIC

\*Make sure the public is aware of the event.

\*Keep track of registrations and the number of attendees.

\*Find groups in the public to reach out to attend. I.e. youth groups, YMCAs.

VOLUNTEERS

\*Reach out to USF students to volunteer on the Thursday, Friday, and Saturday of Expo.

\*Collect times people can volunteer and place them into certain time slots depending on the number of volunteers need.