**Program Board and Homecoming Training Assessment Pre-Test**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What does NACA stand for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What does GAC stand for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Where does Program Board and Homecoming get their funding from? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Who is the director of the Student Union? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Who is the Senior Vice President of Student Affairs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Who is the Associate Vice President of Student Affairs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Who is the Boca Raton Governor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Who is the Interim University President? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. What does SGAB stand for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. What statutes govern Program Board?
   1. 200’s b. 400’s c. 700’s d. 1100’s
8. What statutes govern Homecoming?
   1. 200’s b. 400’s c. 700’s d. 1100’s
9. How many business days in advance does Event Registration paperwork need to be submitted to the Student Union office?
   1. 3 days b. 5 days c. 7 days d. 10 days
10. How many business days in advance does payment paperwork need to be submitted to the SGAB office?
    1. 3 days b. 5 days c. 7 days d. 10 days
11. How many business days in advance does a food waiver need to be submitted in advance?
    1. 3 days b. 5 days c. 7 days d. 10 days
12. If an event is scheduled to begin at 8p.m., what is the latest time the event should begin?
    1. 8:00 p.m. b. 8:15 p.m. c. 8:30 p.m. d. when enough people get there
13. How many days in advance should an event be cancelled? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. How should the Student Union Auditorium be written in any advertising? Circle all that apply.
    1. Auditorium
    2. Kaye Auditorium
    3. Barry Kaye Auditorium
    4. Carole & Barry Kaye Auditorium

1. How do you reserve a deejay from Owl Radio for an event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The UP wants to interview you about an upcoming event. What do you do?
   1. Ignore their request.
   2. Tell them that you are not allowed to be interviewed.
   3. Interview with them.
   4. Refer the UP to your advisors.
   5. Refer the UP to submit a public records request.
2. The UP wants to know how much we are paying for an artist; what do you do? Circle all that apply.
   1. Tell the UP how much we are paying the artist.
   2. Make a copy of the contract for the UP to show how much we are paying the artist.
   3. Tell the UP that we are not allowed to tell them.
   4. Refer the UP to your advisors.
   5. Refer the UP to submit a public records request.
3. Program Board is hosting a magician on campus. The event will be at 8 p.m. in the Kaye Auditorium. The magician will perform for 75 minutes and requires an hour-long sound check before doors can open. The magician also requires 4 volunteers to help him unload and load his equipment and 2 volunteers to sell merchandise. Owl Radio will be providing music. The UP has requested to take pictures at the event. All students will need to scan their Owl cards at the event. Homecoming Week begins next Saturday. Write a day of show.
4. The Homecoming Kick Off is scheduled for Monday, October 28, 2013 at 5 p.m. at the FAU Stadium. Everything but the Mime will be providing caricature artists and face painting. YES Entertainment will be providing bumper cars, swings and a Velcro wall. Chartwells will be providing churros, hot dogs, big pretzels and lemonade. Owl Radio will be providing the music. Bags are allowed, as well as skateboards and bikes. Homecoming t-shirts will be given out at the event. Design a flyer for this event with all the necessary components (don’t worry about the actual design; we are more concerned with the actual information you are including on the flyer, rather than the design).
5. Program Board is hosting a coffeehouse event in the Student Union lobby. The artist is being paid $2500 for 60-minute performance. The Student Union is providing the production for $500. Security will cost $250. Chartwells will be providing coffee, hot chocolate and snacks for $1000. What payment paperwork needs to be completed for each vendor?
6. The artist performing at the Homecoming Comedy Show requests the following items on his hospitality rider. Cross out the items we are unable to provide.

10 bottles of water 2 bags of ice

6 bottle of lemon lime Gatorade 1 loaf of wheat bread

10 cans of diet coke 1 pound Boar’s Head turkey

4 cans of Red Bull 2 packs of Dentyne gum

1 case of Bud Light 2 packs of Marlboro cigarettes

1 bottle of Grey Goose vodka 1 box of Magnum condoms

1 gallon of orange juice 50 black towels

1 gallon of cranberry juice 6 bars of soap

Box of Morningstar veggie patties (have to be this brand)

1. The following costs are associated with the Comedy Show: Artist fees = $9,000, Security = $500, Production = $500. How many students have to attend for the event to be fiscally responsible?

a. 200 – 1000 students b. 500-1000 students c. 1000-1500 students

1. What is the specific dollar range we should aim for in order for an event’s budget to be considered fiscally responsible?

a. $5-$15/person b. $10-20/person C. $20-30/person d. no specific number

1. How many days after an event should the Event Evaluation form be submitted?
   1. 3 days b. 7 days c. 14 days d. 30 days
2. Name two reasons the Event Evaluation form is a useful tool in event planning?

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is the minimum GPA necessary to remain in your position?

a. 2.25 GPA b. 2.5 GPA c. 2.7 GPA d. 3.0 GPA

1. What is the minimum number of credits you must take to remain in your position?

a. 9 credits b. 12 credits c. 15 credits d. 18 credits