SS Role Descriptions

- **Student (group) outreach coordinator - ISAAC**
    - Contact potential performing groups/solo students and gauge interest
        - Ask groups to fill out application form
    - Obtain a final lineup of certain # of group and solo acts by certain time before show
    - Maintain contact with groups until time of show
    - Maintain list of group/solo's needs after making them fill out a form, stage/AV requirements, communicate to sound engineer/space coordinator/logistics team
        - What they need
            - On stage (AV/lighting/space)
            - Before performing (space, other stuff??)
        - What their act is
        - How long their act is
    - Coordinate with marketing coordinator to announce performers on social media, build hype
    - Give host info about group/solo to help write script/intros
    - Keep performers happy
- **Guest Judges coordinator - TAJ**
    - Get a list of potential Judges
    - Email judges (based on favorability)
    - Use marketing to find more input of potential judges
    - Coordinate with Clifton the stock email to send out
    - Cater to judges during the performances (water/food/needs)
    - Tell judges they can wear Hopkins Pride Gear

    - Create a template for judging and explain that format to the judges
- **Space Coordinator - MOLLIN**
    - Double-check sure rooms are all booked properly. If not booked, book them.
        - Possible upstairs rooms
        - Reserving the lobby
        - Think about where people will change (different rooms for sex or genders or just bathrooms)
        - Think about where food will be placed (lobby?)
            - Ordering Food
        - Rooms where performers will prepare (possibly 2 rooms)
        - Quiet room where judges will judge (1 room)
    - Organize list of decorations - How can we make it a good looking space
        - Step and repeats?
        - Red carpet?
        - Class banner?
    - Arrive on site early to make sure rooms are clean
    - Organize security personnel in their proper locations
    - Assign seating if necessary (Maybe judge seating)
    - Hire security - Actually Sam S
    - Point of contact for security - Actually Sam S
    - Jcard scanners and make sure they are charged
- **Logistics Coordinators - COCO**
    - Make a activity flowchart
    - Set order of performances
    - Manage time constraints for performers

- Manage audience seatings
- Manage the voting process

- **Sound Engineer**
  - Make sure we have speakers and microphones and sound set up for the performers and judges
    - Double check everything is ordered properly
  - Make sure all the student performing groups have whatever back up songs or tracks that they need
  - Help set up and clean up audio gear
  - Get performers their required gear as performances are going on
  - Test everything before the show starts
  - Lobby music
  - Transition music
- **Marketing Plan - LAUREN**
  - **ASAP: Use Canva to create FB Event Cover Photo and Flyer**
    - Needed for monthly email event drop
  - **Make FB Page when we drop the event in our Monthly Email**
    - **Post on it weekly with updates (feature a judge/performer each week)**
    - Ask groups to share and help with marketing
    - Everyone must share (Insta, Twitter, FB you name it)
  - **Reserve Knoll Mural to Paint Ad 1 week before (SUN/MON)**
    - Book through SLI→ Sunday to Saturday Reservation
  - **Paint the Blue Jay the Week Leading Up (SUN/MON)**
    - Order Spray Paint
  - **Banner on Breezeway? Reserve through Scheduling & Events**

        - **Order Banner**
    - **Submit an Orca Ad, Submit a "Today's Announcement" Request**
    - Hang Flyers in…
        - All Sophomore Residences (include an email address on them):
            - 10 in McCoy
                - 8 for Elevator Lobbies
                - 2 for main lobby
            - 27 For Charles Commons
                - 5 for Inside the Elevators
                - 2 for the Lobby
                - 2 (1 near the Mailroom and 1 by Laundry Room)
                - 7 for each floor of St.Paul Tower
                - 9 for each floor of N.Charles Tower
            - 8 for Homewood
                - 2 for lobby
                - 6 (one for each floor)
            - 9 for Bradford Hallways on Each Floor
        - On Campus:
            - 4 for Gilman Atrium
            - 40 for Gilman Tunnel
            - 5 for Levering hall
            - 4 for SLI Boards (must be approved by SLI)
            - Outside CharMar
        - Off-Campus
            - Carmas
            - Traffic Poles Near N. Charles St
- **Host Duties - SAM + LAUREN**

- Get Everyone hyped
- Make good puns
- Keep in contact with logistics person to announce the right people at the right times
- Make a script