

## Public Relations Deliverables

**\*\*This position can only be filled by **current officers**\*\***

Public Relations tasks consist of planning 3 volunteer events, Mentorship Mixer, Alumni Mixer, Banquet, Tailgates (Fall), guiding the PR team with their tasks, and regular meetings with the Board of Directors/Team leads/Officer Team.

1. For the Alumni Mixer, create a list of the expense categories you would plan for (e.g., venue, food, nametags, etc) and outline a detailed team itinerary for the day of the event, including setup, the event schedule, and breakdown.
2. It's tailgate season! Outline your plan for hosting a successful tailgate. Be sure to include which organizations you'd partner with and how those collaborations would strengthen the event.
3. While planning for Mentorship Mixer, you noticed that there aren't as many Alumni Mentors signing up as you would like. How would you tackle this problem?
4. What are some venues we could host the Banquet at? Identify three potential venues. For each location, explain the factors you considered when selecting it.
5. If someone on your PR team becomes unresponsive, misses deadlines, and their delays begin affecting the rest of the team, how would you approach the situation in a constructive and supportive way while still ensuring the team meets its goals?
6. As the Public Relations Officer, you lead the Fundraising, Marketing, and Member Relations officers. Your role is to support their work while also managing your own responsibilities. How would you ensure your team stays on track with their workload without burning out, while still maintaining strong performance in your own role?

7. PR maintains relationships with MISSO alumni, and newsletters are one of the main ways we stay connected. Create a mockup for alumni newsletter (in Canva or other application) aligned with our branding. Describe which events or updates you would include and why.

*This role is a valuable opportunity to grow both personally and as a leader. You'll gain a wealth of experience along the way, making it one of the most rewarding (if not the most!) experiences of your college journey. Best of luck!*

*-Yulia Gorenshteyn, MISSO Fall 2025 Public Relations Officer*