

# 2023 Open Homecoming Committee Chair

## Position Descriptions

### OFFICIAL HOMECOMING MERCHANDISE SALES

- Work with the Committee to determine what type of merchandise to sell to promote Homecoming (t-shirts, bags, water bottles, etc.)
- Plan and promote pre-sales (dates/times/locations of on-site sales and online)
- Work with PR/Graphics chair and Social Media chair to promote sales; work with committee to hang posters/fliers around campus to promote sales
- With the Student Chair, create schedule and make sure it is staffed for all in-person sales
- Create to-do checklist for what people need to know/do for sales
- Work with Advisor and others to help run the administrative side of the online sales system to ensure accuracy of inventory between online and in-person sales
- Verify sales and payments after each day of sales and enter into a master spreadsheet. Ensure everything is accurate (sizes, numbers, etc.)
- Work hand-in-hand with Tracy Rahim (Homecoming Advisor) to ensure accuracy and accountability of sales
- Handle all payments to deposit at the Warrior Hub Cashier;
- Determine distribution of shirts and other merchandise and make contact with people who ordered them to pick them up during scheduled Homecoming events. When shirts are to be distributed, send emails/texts to all people who purchased them letting them know when/where they can pick their shirt up at the various HC events during HC Week. Make sure the master list of sales is with the shirts and people cross them off when being picked up.
- Work hand-in-hand with the Student Homecoming Committee Chair & Advisor
- Assist other chairs with all Homecoming events/activities including staffing events. This includes line-up & clean-up of the parade on Saturday morning
- Attend all Homecoming Committee meetings

## **ROYALTY CHAIR**

- With advisor and IPAR Department, coordinate Homecoming Court online election process
- Communicate with clubs/organizations and residence halls about Homecoming Court nominations including at the New Student Orientation Week Club Fair in August
- Work with PR/Graphics Chair & Social Media Chair to creatively promote nominations and selection
- Communicate with all applicants and Homecoming Court regarding the process and the Court responsibilities throughout Homecoming Week
- With the Talent Show Chair, contact all Homecoming Court winners and their families of the results. For the court, communicate expectations, timelines, responsibilities, etc. with regards to coronation.
- Work hand-in-hand with Talent Show Chair to ensure seamless pre-planning and logistical implementation of event.
- Create and coordinate the Homecoming Court coronation ceremony using some input from the Homecoming Court members.
- Decide on décor, prizes, ceremonial items, emcees (typically the past royalty)
- Order tiara/crowns, sashes, decorations, flower bouquet (if applicable), corsages, boutonnieres
- With the Talent Show Chair, write the script and work with talent show participants to fit them into the line-up.
- Ensure Court and Royalty are at all required events (unless excused for class). Accompany them in the Homecoming Parade so they have help and decorate the vehicle that will carry their supplies.
- With committee, distribute all posters and other print materials around campus with assistance from Public Information Office and Housing/Residence Life Office as needed
- Assist other chairs with all Homecoming events/activities including staffing events. This includes line-up & clean-up of the parade on Saturday morning
- Attend all Homecoming Committee meetings

## **“WINONA STATE’S GOT TALENT” SHOW CHAIR**

- Schedule and conduct auditions for the Talent Show including finding judges, determining criteria for judging, and promoting audition registrations. Communicate with all participants about details/logistics.
- Create and coordinate the Homecoming Court coronation ceremony using some input from the Homecoming Court members.
- Decide on décor, prizes for talent show winners, ceremonial items, emcees (typically the past royalty)
- Order tiara/crowns, sashes, decorations, flower bouquet (if applicable), corsages, boutonnieres
- With the Royalty, write the script and work with talent show participants to fit them into the line-up.
- Coordinate all logistics necessary for both the ceremony and entertainment (i.e., sound with TLT, etc.)
- Coordinate rehearsal. Make sure emcees, talent show participants, and all court members are present.
- Find additional volunteers outside of Committee members to help decorate, tear down, pass out programs, help behind stage
- With committee, distribute all posters and other print materials around campus with assistance from Public Information Office and Housing/Residence Life Office as needed
- Assist other chairs with all Homecoming events/activities including staffing events. This includes line-up & clean-up of the parade on Saturday morning
- Attend all Homecoming Committee meetings

## **SPIRIT WEEK CO-CHAIRS (There are 3 co-chairs)**

-Each Spirit Week Chair is responsible for planning and executing 2 events and the Medallion Hunt/Spirit Week Co-chair plans 1 event plus the Medallion Hunt—all in coordination with each other. This is 1 pre-week event to get people excited for Homecoming and 4 Spirit Week events.

-Create, plan and execute a wide variety of activities/events to help promote Homecoming before Homecoming Week and daily throughout the week, incorporating the theme as much as possible

-Examples may include: sidewalk decorating contest, hands-on activities, movies, contests, performances, etc.

-Work with Social Media and Graphics/PR Chairs to ensure events are widely marketed.

-Ensure all supplies, prizes, and logistics are secured for each activity throughout the week including facility reservations, sound if necessary, tables/chairs, etc.

-With the Student Chair, schedule all work/volunteer shifts and ensure that everyone knows what they are doing.

-With committee, distribute all posters and other print materials around campus with assistance from Public Information Office and Housing/Residence Life Office as needed

- Assist other chairs with all Homecoming events/activities including staffing events. This includes line-up & clean-up of the parade on Saturday morning

-Attend all Homecoming Committee meetings

## **PEP FEST CHAIR**

- Plan and coordinate the Friday Pep Fest that happens in conjunction with the Club Fair
- Determine and coordinate food, games/contests, prizes, other events and coordinate all logistics. Work with football coaches to have players help serve the food.
- Invite speakers and guests to speak/perform at the Pep Fest (Cheer Team, Dance Team, President, Athletics coaches/teams). Cheer Team usually emcees the Pep Fest.
- Write the script for the Pep Fest including announcement of Homecoming Court, medallion hunt winners, Homecoming Committee, and any other contest winners.
- Meet with KQAL staff who will be at the Club Fair playing music to talk about the event and what we need them to announce. Write a script/talking points for them.
- If doing an eating contest, create competitive and non-competitive categories—don't make them gender-based.
- Work hand-in-hand with Parade Chair to ensure smooth pre-planning and logistical details are taken care of for both events
- Create a fun atmosphere to elevate school spirit leading into Homecoming Weekend
- With committee, distribute all posters and other print materials around campus with assistance from Public Information Office and Housing/Residence Life Office as needed
- Assist other chairs with all Homecoming events/activities including staffing events. This includes line-up & clean-up of the parade on Saturday morning
- Attend all Homecoming Committee meetings

## **PARADE CHAIR**

- Ensure all parade line-up numbers are accounted for. Get new ones printed/laminated for any that are missing.
- Work with Graphics/PR Chair to create any placards for special guests in parade.
- With advisor, schedule an emcee for the parade (must have a generator as there is no electrical outlets available) and create a script/talking points
- Be the main point of contact for student groups participating in the parade.
- Determine prizes for parade participants (1-3 places). Find judges for parade and determine/communicate judging criteria to all parade entries as well as judges.
- With advisor, mail letters to community along parade route (include permission letter from City Council) about no parking, etc.
- Finalize the line-up with the advisors & communicate with parade entrants
- Ensure all committee members have tasks and assignments during the parade line-up (someone at each corner, what to communicate, traffic control, etc.)
- Work hand-in-hand with Pep Fest Chair to ensure smooth pre-planning and logistical details are taken care of for both events
- With committee, distribute all posters and other print materials around campus with assistance from Public Information Office and Housing/Residence Life Office as needed
- Assist other chairs with all Homecoming events/activities including staffing events. This includes line-up & clean-up of the parade on Saturday morning
- Attend all Homecoming Committee meetings

## **GRAPHIC DESIGN CHAIR**

**(MUST BE AVAILABLE TO WORK PART-TIME IN THE SUMMER IN PERSON OR REMOTE)**

- Create logo and branding identity for Homecoming theme to be used in promoting Homecoming Week, merchandise, etc.
- Create and print all print materials/graphics for all Homecoming events incorporating the yearly theme—schedule posters/banners, promo products, coronation programs, flyers for individual events, parade placards, etc.
- Work hand-in-hand with Social Media Chair to promote Homecoming. This includes creating graphics that are scaled appropriately for each social media platform
- Create merchandise design and make sure it is art-ready for the printer (clean-up, appropriate file type, etc.)
- With committee, distribute all posters and other print materials around campus with assistance from Public Information Office and Housing/Residence Life Office as needed
- Creatively promote Homecoming around campus via other means including big/bold ideas to capture people's attention
- Assist other chairs with all Homecoming events/activities including staffing events. This includes line-up & clean-up of the parade on Saturday morning
- Work jointly with Social Media Chair to promote all aspects of Homecoming
- Attend all Homecoming Committee meetings