Open House 2018 Committee Application

New Student & Transition Programs is excited to announce the position of the Cal Poly Open House Committee for the 25th Annual Cal Poly Open House, April 12-14, 2018. Open House has a long tradition at Cal Poly dating back through Poly Royal for nearly 80 years and is a premier annual event on campus. The Committee must work with the campus, community, and outside entities in order to accomplish this goal. As an Open House Committee Member, you will be given specific responsibilities within a subcommittee and will ensure that your tasks are seen to completion with guidance from your respective sub-committee Leads, Co-Chairs, and Professional Staff.

To be considered as a candidate for Open House Committee 2018, applicants must read all application details, answer – in a separate document – the supplemental questions in the application, and provide an updated resume.

All application materials are due by email (PDF format only) by September 22nd by 5:00 PM to openhouse@calpoly.edu. No exceptions. Copies of your resume and supplemental questions may be made available for the Co-Chairs and Leads to review.

Committee Expectations

- Demonstrate superior communication and organizational skills
- Seek out and implement feedback given by Sub-Committee Leads, Co-Chairs, and Professional Staff
- Plan and facilitate assigned program
- Demonstrate flexibility and problem solving skills
- Accept the responsibility of being dedicated to the Open House Program and serving as a role model to current and potential new students as well as faculty, staff and the San Luis Obispo community
- Work well in a team settings
- Create a positive and respectful environment through enthusiasm and attitude

Committee Requirements

Open House Committee Members must:

- Be a full time Cal Poly student Fall 2017, Winter 2018 and Spring 2018 quarters
- Maintain a higher education cumulative GPA of 2.30 or better at the time of application and throughout commitment
- Reflect professionalism, dependability, initiative, social & self-awareness, effective communication skills, and outstanding enthusiasm/attitude
- Commit to Committee responsibilities from Fall Quarter 2017 through Spring Quarter 2018

We are looking for a Committee that represents a spectrum of experiences through majors, on and off campus involvements, interests, accomplishments and backgrounds.

Subcommittee Descriptions

Once selected, you will be placed into a subcommittee based on your skillset and preference and assigned to a project within that subcommittee. You may not get your first choice of subcommittee and/or task.
*Specific events and/or roles are subject to change*

**Alumni & Anniversary Celebration**
- Engage Cal Poly alumni during Open House
- Organize and facilitate all fundraising efforts to financially support our program
- Coordinate the schedule of events for Open House Weekend
- Plan & execute the following events:
  - 25th Celebration
  - Honored Guests & Alumni Outreach
  - Fundraising
  - Event Manuals
  - Booth Judges, Awards, & Historian

**Campus & Community Engagement**
- Assist in communication with campus clubs and organizations interested in Campus Showcase
- Plan all club meetings
- Develop and maintain partnerships with campus and community entities
- Be a liaison between the Open House Committee and on campus resources
- Plan and execute the following events:
  - Campus Showcase
  - Campus Preview at Farmers’ Market
  - Community Engagement & Fair
  - Poly Royal Parade
  - Resource Engagement & Fair
  - Special Events & Transfer Student Engagement

**Events & Operations**
- Manage the operation of all facility and event equipment.
- Manage and organize on and off campus shuttles for Open House weekend
- Collaborate with the Disability Resource Center to promote event accessibility and ADA compliance
- Plan and execute the following events:
  - Friday Nite Invite
  - University Welcomes I & II
  - Opening Ceremonies
  - Campus Showcase Entertainment
  - Check-In
  - Volunteers

**Marketing & Logistics**
- Create content and visual aids using the Adobe Creative Suite for promotional and marketing purposes (Graphics, film, photography, etc.)
- Develop and promote Open House through strategic marketing initiatives
- Develop Open House press releases and media kits
- Manage and coordinate the Cal Poly Now mobile application
- Help select Open House promotional materials
- Coordinate and plan on campus signage during Open House Weekend
• Create new initiatives to engage the San Luis Obispo and Cal Poly communities during Open House Weekend
• Execute the following:
  o New Mustang Booth
  o Website content, social media, marketing, assessment/survey
  o Information Booth & Binders
  o ADA for Open House
  o High School Letters

Quarterly Commitments
*Dates and times are subject to change

Fall Quarter
• Weekly Committee Meetings: Wednesdays 7:00 PM – 9:00 PM
• Open House Retreat: Friday, October 6th – Saturday, October 7th
• Office Hours, held in NSTP Office: 2 hours/week

Winter Quarter
• Weekly Committee Meetings: Wednesdays 7:00 PM – 9:00 PM
• Open House Committee Day: February 15th
• Additional Committee work days
• Office Hours, held in NSTP Office: 4 hours/week
  o Any additional time needed to complete Committee responsibilities

Spring Quarter
• Weekly Committee Meetings: Wednesdays 7:00 PM – 9:00 PM
• **Final Committee Work Day, April 7th** 12:00 – 6:00 PM
• Open House Weekend: April 12-14th 2018
• Office Hours: 2 hours/week

Application Timeline and Procedure
• Submit completed application as a PDF via email to openhouse@calpoly.edu by 5:00 PM on Friday, September 22nd
• Once you have submitted your application you will receive an email within 24 hours detailing the next steps in our application process as well as interview sign-ups
• Interviews will be conducted Monday, September 11th through Monday, Wednesday, September 27th
• Applicants will receive a phone call regarding Open House Committee selections by 5:00 PM on September 29th
• The first 2017 Open House Committee meeting will be Wednesday, October 4th from 7:00 PM – 9:00 PM in Building 52-E28
• Open House Committee will have a mandatory retreat October 6th & 7th
Open House 2018 Committee Application
Please type your answers to the questions below and submit via PDF.
(250 word limit per question)

2. Rank your committee preferences, from 1 being the most desired and 3 being the least and explain your top choice.
3. What is one innovative idea do you want to bring to Open House this year? How would you implement it?
4. If Open House was given a budget of $100,000, how would you spend it?
5. What are two areas in which you would like to grow either professionally or personally through the Open House Committee experience?
6. Describe a time when you made an impact on someone.

Also attach a resume that at a minimum contains the following information:
1. Your full name.
2. Your SLO Address, telephone number, and Cal Poly email address.
3. Your major, class standing, and expected graduation date
4. Any other relevant experience for the position.

Please submit the application as a PDF via email to openhouse@calpoly.edu by Friday, September 22nd, 2017 at 5:00 PM. No exceptions. If you have any questions contact the Open House Co-Chairs Becs Phan (rqphan@calpoly.edu) or Gabby Pajo (gpajo@calpoly.edu).