**Open House 2019 Committee Application**

New Student & Transition Programs is excited to announce the position of the Cal Poly Open House Committee for the 26th annual Cal Poly Open House, April 11-13, 2019. 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 2019, 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 25th 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 setting
- 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 2018, Winter 2019 and Spring 2019 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 2018 through Spring Quarter 2019

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*
Campus & Club Relations (CCR)

- Assist in communication with campus clubs and organizations interested in Campus Showcase
- Plan all club meetings
- Develop and maintain partnerships with campus entities
- Be a liaison between the Open House Committee and on campus entities
- Plan and execute the following events:
  - Campus Showcase
  - Campus Preview at Farmers’ Market
  - Poly Royal Parade
  - Dexter Stage
  - Friday Nite Invite
  - Booth Judging/Awards & Historian

Community Outreach & Engagement (COE)

- Engage the several groups that comprise the Cal Poly community
- Initiate and facilitate outreach attempts to transfer students, resources, and honored guests & alumni
- Assist with additional recruitment efforts for committee members with diverse backgrounds
- Create an event during the weekend that fosters a welcoming and inclusive atmosphere at Cal Poly
- Be a liaison between the Open House Committee and on campus resources
- Plan and execute the following events:
  - “I Belong” event
  - Honored Guests & Alumni Engagement
  - Transfers & SLO Community Engagement
  - Resources Engagement & Fair

Event Operations (EO)

- 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
- Promote and implement Zero Waste initiatives throughout the weekend
- Organize and collect all event paperwork
- Coordinate and plan on campus signage during Open House weekend
- Plan and execute the following events:
  - Check-In
  - University Welcomes
  - Opening Ceremonies
  - Volunteers

Marketing & Logistics (M&L)

- 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
• Plan and execute the following projects:
  o New Mustang Booth
  o Website content, social media, marketing, design & video, assessment/survey
  o Information Booth & Binders
  o Fundraising and sponsorship
  o High School Letters

**Quarterly Commitments**
*Dates and times are subject to change*

| Fall Quarter 2018 | • Weekly Committee Meetings: Wednesdays 7:00 PM – 9:00 PM  
|                  |   o First meeting is Wednesday, October 10th, location TBD  
|                  | • Open House Retreat: Friday, October 12th – Saturday, October 13th  
|                  | • Office Hours, held in NSTP Office: 2 hours/week  
|                  | • Open House Fall Workshop: Saturday, December 1, time TBD  
| Winter Quarter 2019 | • Weekly Committee Meetings: Wednesdays 7:00 PM – 9:00 PM  
|                  | • Open House Committee Work Day: Saturday, March 9th  
|                  | • Additional Committee work days  
|                  | • Office Hours, held in NSTP Office: 4 hours/week  
|                  |   o Any additional time needed to complete Committee responsibilities  
| Spring Quarter 2019 | • Weekly Committee Meetings: Wednesdays 7:00 PM – 9:00 PM  
|                  | • Final Committee Work Day: April 6th, time TBD  
|                  | • Open House Weekend: April 11-13th, 2019  
|                  | • 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 Tuesday, September 25th
• 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 Wednesday, September 26th through Wednesday, October 3rd
• **Applicants will pick up a letter regarding Open House Committee selections October 4th and 5th from 9 am to 4 pm in the NSTP Office (Building 52, Room E 10)**
• The first 2019 Open House Committee meeting will be Wednesday, October 10th from 7:00 PM – 9:00 PM in location TBD
• Open House Committee will have a mandatory retreat October 12th & 13th
Open House 2019 Committee Application

Please type your answers to the questions below and submit via PDF.
(350 word limit per question)

1. Please rank your sub-committee preferences, from 1 being the most desired and 4 being the least and explain your top choice. Please see pages 2-3 for the four sub-committee (Campus & Club Relations, Community Outreach & Engagement, Event Operations, Marketing & Logistics) descriptions.
2. What motivated you to apply for Open House Committee?
3. What is one innovative idea do you want to bring to Open House this year? How would you implement it?
4. In your own words, what does Open House mean to Cal Poly?

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 Tuesday, September 25th, 2018 at 5:00 PM. If you have any questions contact the Open House Co-Chairs Halie Swanson (hjswanso@calpoly.edu) or Lauren Hamilton (lohamilt@calpoly.edu).