Cultural Night Executive Team Positions

**Leadership Awards:**

- Lead Chair: $500 or Lead Co-Chairs: $300 each
- Publicity Coordinator: $200
- Event Planner: $200
- Set Director: $200

Leadership Awards will be distributed at the end of the spring semester upon successful completion of the Cultural Night & submission of all related paperwork, with approval by the IC Advisor.

**General Requirements:**

1. Remain in good academic standing (minimum 2.0 cumulative & major GPA).

   Attend the Cultural Night Exec Team Orientation on in Delphine Lounge, except in the event of a class conflict AND with advance notice to the IC Staff.

2. Attend weekly or bi-weekly Exec Team meetings & other meetings as necessary. The estimated & expected time commitment is a minimum of 2-3 hours per week during the fall & a minimum of 3-5 hours per week in January &/or the spring. Meetings are scheduled based on everyone’s availability & should take place Monday through Friday between the hours of 9 a.m. to 9 p.m. Meetings start during the weeks indicated below to allow sufficient planning time for each Cultural Night:

3. Attend all dress rehearsals in their entirety for your respective Cultural Night. The only excused absence will be class. Dress rehearsals go from 5-10 p.m. usually the two nights before the live show but there are some exceptions.

4. Attend your respective Cultural Night, including setup & possible cleanup.

   - Pacific Islander “Luau” Feb 20, 2019
   - Asian “ACN” March 6, 2019
   - Arab March 27, 2019
   - Expressions of Blackness “EOB” April 11, 2019
   - BASH (LGBTQ(A+) April 25, 2019
   - Latinx “LCN” May 2, 2019

5. Support & hold accountable fellow Exec Team members.

6. Immediately report major problems to your respective IC advisor.
Position-Specific Requirements:

**Lead Chair/Co-Chairs**
1. Inspire a shared vision for the Cultural Night & work with Exec Team to determine the theme.
2. Prepare & facilitate regular Exec Team meetings. Record and distribute minutes.
3. Report to and meet with IC Advisor as needed.
4. Support Exec Team members to ensure that all tasks are completed in a timely manner.
5. Recruit or fill any Exec Team positions that may become vacant.
6. Recruit MCs (if applicable).
7. Work with Exec Team to determine budget allocations.
9. In coordination with Exec Team, compile & submit Cultural Night Exec Summary & all related paperwork to IC Advisor.

**Publicity Coordinator**
1. Remain in communication with Lead Chair(s) regarding progress & challenges with tasks.
2. Coordinate the completion of all forms of publicity, including design, production, & distribution. All publicity must follow SMC’s posting policy, list A.S. as a co-sponsor, & receive advance approval by the IC Advisor. Publicity includes but may not be limited to:
   A. Facebook
   B. Campus flyers/posters
   C. Digital signage
   D. Campus Bulletin
   E. The Collegian
   F. Personalized invitations to SMC faculty, staff, & administration
   G. Invitations to alumni
   H. Postcards
   I. Programs
3. Complete & submit all financial paperwork related to publicity to the Lead Chair(s).
4. Compile & submit applicable section(s) of the Cultural Night Exec Summary & related paperwork to the Lead Chair(s).

**Event Planner**
1. Remain in communication with Lead Chair(s) regarding progress & challenges with tasks.
2. Coordinate menu & catering contract with Sodexo.
3. Develop & implement fundraisers (optional based on Exec Team decision).
4. Oversee all decorations; this includes but is not limited to:
   a. Design, purchase, set up, clean up, & properly store all decorations.
   b. Take pictures & provide detailed descriptions (including dimensions) of major decorations (e.g. stage, backdrop, centerpieces, balloon arches, etc.).
5. Complete & submit all financial paperwork related to catering, decorations, & fundraisers to the Lead Chair(s).
6. Compile & submit applicable section(s) of the Cultural Night Exec Summary & related paperwork to the Lead Chair(s).

**Set Director**
1. Remain in communication with Lead Chair(s) regarding progress & challenges with tasks.
2. Publicize & collect set applications.
3. Recruit, support, and hold accountable all writers, performers, & backstage/tech crew.
4. Oversee script writing &/or set development.
5. Schedule & oversee weekly practices starting at least six weeks prior to the Cultural Night, including room reservations, attendance, etc.
6. Work with Events & Conferences, Facilities Services, & Media Services to determine Soda Center layout (stage, tables, chairs, etc.) & to address all audiovisual needs.
7. Complete & submit all financial paperwork related to sets to the Lead Chair(s).
8. Compile & submit applicable section(s) of the Cultural Night Exec Summary & related paperwork to the Lead Chair(s).