



Cultural Night Executive Team Positions

Leadership Awards:

Lead Chair: \$500 or Lead Co-Chairs: \$300 each

Publicity Coordinator: \$200-\$300

Event Planner: \$200-\$300

Set Director: \$200-\$300

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 in Delphine Lounge (except in the event of a class conflict AND with advance notice to the IC Staff).

2. Attend bi-weekly Exec Team meetings & occasional set workshops. The estimated & expected time commitment is approximately 2-3 hours per week during the fall & a around 3-5 hours per week in Jan Term & early spring semester. Meeting schedules are based on the student exec team's availability.
3. Attend all dress rehearsals for your respective Cultural Night. The only excused absences will be for class. Dress rehearsals usually take place from 5-10 p.m. the two nights before the live show, though there are some scheduling exceptions.
4. Attend your Cultural Night event, including setup; additionally, help clean-up for the cultural night scheduled after yours.
 - Expressions of Blackness (EOB) – *February 17, 2022*
 - The BASH (LGBTQIA+) – *March 3, 2022*
 - Latinx Cultural Night (LCN) – *March 9, 2022*
 - Pacific Islander Cultural Night" *March 24, 2022*
 - Asian Cultural Night (CAN) – *March 31, 2022*
 - Middle Eastern & North African Cultural Night (MENA) – *April 21, 2022*
5. Support & hold accountable fellow Exec Team members.
6. Immediately report any 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. Work with Exec Team to determine budget allocations.
7. Abiding by A.S. & Business Office policies & procedures, monitor & reconcile all budget allocations.
8. Oversee coordination of cast will call list.
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/Instagram	F. Personalized invitations to SMC faculty, staff, & administration
B. Campus flyers/posters	G. Invitations to alumni
C. Digital signage	H. Videos
D. MySMC Events posting	I. Programs
E. <i>The Collegian</i>	
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 contracts.
3. Oversee all event logistics; this includes but is not limited to:
 - a. Design, purchase, set up, clean up, & properly store all decorations.
 - b. Coordinate IT needs and recruit, train and oversee backstage and sound crews.
4. Complete & submit all financial paperwork related to catering, decorations, & fundraisers to the Lead Chair(s).
5. Compile & submit applicable section(s) of the Cultural Night Exec Summary & related paperwork to the Lead Chair(s).
6. ****OPTIONAL: Develop & implement any fundraisers (optional based on Exec Team decision).**

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 crews.
4. Oversee script writing &/or set development.
5. Schedule & oversee bi-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).