

Spring Mixer Committees:

Department Tables Presentations

- Update unit contact list for reference next year and communication this year
- Send posters to departments & colleges
- Follow through with table reservations
- Put together diagram for table locations
- Make signs for table identification
- Communicate new table responsibilities – handing out the procedures instead of at the CSAC table
- Create door prize papers
- Create table voting papers

Facilities, Reception, decorations and food:

- Arrange facility rentals: tables, chairs, microphone, podium, award/door prize tables
- Review menu options and confirm selections
- Submit payment to food vendor
- Determine decorations needed and purchase if necessary
- Decorate the room on day of the event

Donations:

- Send out letters or call donors
- Pick up doorprizes
- Send thank you letter to all donors (comes from NAU Foundation – we supply details: name, address, item donated)
- Organize door prizes for drawing
- Make sure to get prizes to those who didn't pick them up
- Create donor list to add to website

Peer Recognition Awards:

- Send out nomination forms
- Check with CSAC treasure to verify funds available for printing
- Meet with exec to select winners
- Certificates from the President's office
- Send congratulation letter to winners & supervisors w/mixer invite
- Have certificates signed and organized for distribution at mixer
- Short blurbs as to why the peer was nominated
- Create opening remarks/talking points for President remarks

Raffle – either split the pot or large prize

- Secure tickets, aprons and spinner to use for raffle (borrowed from athletics)
- Distribute packets of raffle tickets to members for pre-sales (keep track of tickets/money given)
- Create the flyer and explore other marketing avenues to promote raffle university wide
- Decorate raffle table with CSAC tablecloth, etc. and sell tickets at event

Marketing & Event Day

- Confirm with emcees - Joe Harting and Matt Tantau
- Submit publicity to Inside NAU
- Volunteer duty sign-up sheets
- Work assigned areas per sign-up sheet
- Help with clean up
- Return any equipment i.e. spinning cage, aprons