2022-2023 Executive Staff Event Planning Chair Application

Dear candidate, thank you for applying to the CUSG Executive Staff. Please fill out the following application questions and include any additional information we should know about you. As the CUSG Event Planner, you will manage all CUSG-related event planning and coordination. This includes overseeing and elevating CUSG sponsored events and coordinating all event details. As CUSG's Event Planner, you will also be required to maintain consistent communication with relevant cost centers as well as ensure the event planning process is streamlined in an efficient and effective manner. The Event Planner is also expected to work with the Strategic Communications Department to maximize advertising range to the Student Body. Finally, the Event Planner must be available to work in the CUSG Office throughout the year, attend campus events representing CUSG, and attend all meetings included but not limited to: Cabinet meetings, Department of Strategic Communications meetings, and staff meetings. The Event Planner is paid $15.30/hr. **Please email your application with your current resume attached in an email to cusg.chiefofstaff@colorado.edu**. Applications will be reviewed on a rolling basis and you will be contacted with the email provided for the next steps. We look forward to reviewing your submission!

APPLICANT INFORMATION		
*First Name	*Last Name	Date
*Phone Number	*E-mail Address	
*Year in School (starting in the Fall)	Major and Minor	GPA
*Date Available	Do you plan to study abroad in the Fall 2021 or Spring 2022?	
How many credit hours are you taking in the Fall?	Will you be working any additional jobs this coming school year?	

1. Why are you interested in applying for the Event Planning Chair position?

2. What prior experience do you have that will contribute to this position?

3. Please explain your communication and organization strategies.

Position Specific Questions

1. How do you feel that the Event Planner position can contribute to the Executive Cabinet's work environment this year?

2. What types of CUSG events (internal and external) would you like to plan and facilitate this upcoming school year?

3. How do you plan to work with the rest of the Strategic Communications Department to improve attendance and awareness of events on campus?

DISCLAIMER AND SIGNATURE

I hereby certify that my answers are true and complete to the best of my knowledge.

Signature (as it appears on this application)	Date