

Please submit completed applications and a resume to isubaconexpo@gmail.com by Friday, January 15th, at 11:59PM. Late applications will not be accepted.

Name:

Major:

E-mail:

Address:

Cell-Phone Number:

Iowa State Bacon Expo 2016 will include sampling of bacon from the most extensive variety of bacon purveyors in one place, live music, and bacon education; it will be a great celebration of all things BACON! It is important to keep in mind that you will be applying for a position on the executive team with the primary goal of bettering yourself professionally and working with the team towards a common goal of putting on a successful event.

All Bacon Expo Committee Applicants must be willing and able to fulfill the following expectations:

- 1) Must not be on any form of University probation
- 2) Must be willing to pledge your support for Bacon Expo and its rules and regulations.
- 3) Must be a registered ISU student.
- 4) Must have at least a 2.0 cumulative GPA.
- 5) Must attend mandatory team meetings
- 6) Participate in Bacon Expo Events in their entirety
- 7) Receive no more than 2 Unexcused Absences
(Unexcused Absences are those that have not been preapproved by a Co-Chair)
- 8) Utilize and lead your committee to the best of your ability
- 9) Love Bacon

After the Bacon Expo Co-Chairs reviews the applications, you will be notified via email about the next step in the application process.

If you have any questions, please e-mail the ISU Bacon Expo Co-Chairs Tayler Etzel or John Armstrong at isubaconexpo@gmail.com

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Executive Team Positions

Executive Assistant

- Helps ensure all of Bacon Expo's finances are in order and Bacon Expo as a whole stays under budget. Controls finances, creates a budget for the event and makes necessary purchases on behalf of Bacon Expo
- Takes minutes and attendance at all meetings
- Attends meetings with the Co-Chairs when necessary

Vendors Tri-Chairs

- One tri-chair is In charge of coordinating all bacon and food related vendors prior to Bacon Expo.
- Also Coordinates with Dining Chair to inform of bacon amounts and delivery of Bacon to Friley
- One tri-chair will work with Susanne Johnson of ISU Risk Management and State Inspector Brian Church (unless this changes in the future) to ensure that all necessary paperwork such as insurance forms and contracts are turned in, proper licensing has been obtained for the event and that the event meets the standards of the State Health Code
- One tri-chair In charge of identifying Iowa State clubs that will be serving either bacon or novelty items at the event.
- Also be the Meat Lab Liaison and work with the Iowa State Meat Lab

Logistics Co-Chair

- Coordinate with Bacon Expo the site location with regards to set up for Bacon Expo.
- Works with third party vendor to acquire booth spaces and necessary equipment for the day of the event.
- Coordinates with third party ticket vendor to sell tickets
- Continually communicates with Hansen Learning Center and site manager Marshall Rubel
- Gets map of floor plan to Hansen at least 4 weeks before the event

Entertainment Chair

- Plan entertainment options for the attendees. Some events include: Bacon Voice talent competition, live entertainment, guest speakers, guest judges, Bacon Eating Contest, and children's entertainment
- Create the VIP list, RSVP postcard, and official letter
- One co-chair will be in charge of stage entertainment for day of
- One co-chair will be in charge of kid's entertainment for day of

Sponsors Co-Chairs

- Work with College of Agriculture and Life Sciences Foundation to reach out to potential sponsors for Bacon Expo.
- One co-chair will work directly with the College of Agriculture and Life Sciences Foundation to ensure sponsors wishes are being communicated and carried out
- One co-chair will be in direct contact with sponsor's representatives to approve any collateral containing copyrighted materials such as logos, slogans and the like.
- Send bi-weekly report to sponsors so they are informed of plans

Graphic Design Chair

- The Graphic Design Chair serve as a resource to design any collateral needed for promotional, advertising or day-of activities needed including but not limited to: T-Shirt design, flyers, web ads, print ads, social media content, punch cards, educational material, pamphlets.

Education Co-Chairs

- The Education Chair will be in charge of obtaining educational displays for the day of the event
- One co-chair will be in charge of the live display and held responsible for obtaining proper Institutional Animal Care and Use Committee (IACUC) authorization and ensure that the display is kosher with ISU Risk Management.

Risk Elimination

- Coordinate efforts to ensure everyone's safety throughout the event.
- Works with Ames and ISU PD to make that a plan in place in case of protesters or disturbers of the peace
- Creates a Crisis Management plan to ensure that all scenarios have a solution.
- Contacts VIPs as soon as the date of Bacon Expo is announced with a "Save the Date" reminder
- Confirm and identify VIPs that will be attending the event and provide them with information regarding day-of logistics and schedule
- Coordinate with the University to make sure all event guidelines are met
- Manage the team's Food Safety Certification
- Create the 2016 crisis management plan

Public Relations Co-Chairs

- One PR Co-Chair will be responsible for all things print and traditional media, including but not limited to: writing press releases, interacting with press, purchasing advertising in print and through radio, coordinating promotional radio giveaways
- One PR Co-Chair will be in charge of all things digital media including social media such as Twitter and Facebook, writing web copy and email marketing. Will also coordinate giveaways and construct promotional and educational messages for social media. Will also develop a digital crisis management plan.
- Both PR Co-Chairs will work with Graphic Design to design any collateral needed for mediums. They will also work together to coordinate non-traditional promotional activities, such as tabling in the MU and hanging up flyers at businesses in local communities.
- Both PR chairs will be in charge of photographic coverage the day of the event, as well as social media monitoring.
- Will also recruit for the event, attendees and volunteers
- Will arrange for Bacon Expo presence at DIS, Freshman BBQ, Club Fest, MU Tabling, and any other recruitment opportunities that present themselves.

ISU Dining Liaison

- The ISU Dining Liaison will work closely with both Vendors and ISU Dining to coordinate the delivery of bacon to Friley Food Stores, determine panning and cooking shifts with ISU Dining, work with Recruitment Chair to fill kitchen positions, and act as the last person in the Chain of Custody the day of the event.

Recruitment

- Recruits ISU students to become part of our bacon celebration
- In charge of recruitment events such as tabling at the Memorial Union, setting up booths at Club Fest, coordinating promotional events on and off of campus
- Manages the Bacon Corps team

Part 1/2: Résumé

Please attach your résumé.

Part 2/2: Essay Questions

Please prepare a brief paragraph answer (**250 words or less**) for each of the following questions.

- 1) Why are you applying for Bacon Expo 2015 and how do your skills contribute to its success?
- 2) How do your skills/experiences contribute to making a team better?
- 3) Name at least one idea on how to improve Bacon Expo?
- 4) List your top three choices of executive positions.

Note: If you are applying for Public Relations or Graphic Design, you must submit a portfolio (or link to your website). If you are applying for Public Relations, include the prior as well as 2 writing examples and your social media handles.

For selection purposes, I hereby agree to pledge my support to a safe and fun Bacon Expo celebration and agree to follow the rules and by-laws of ISU and the College of Agriculture and Life Sciences. Also by signing, I agree to uphold the enclosed duties if selected to serve on as a Committee Co-Chair. As a candidate, I grant permission to release my academic records to the Student Activities Center to verify that I am currently enrolled at Iowa State University with at least six (6) credits, not on conduct probation, not on Academic Probation, and have a minimum cumulative GPA of 2.0. *(Digital signature accepted)*

Signature

Date