

2021 ISU Bacon Expo Executive Team Application

Please submit completed applications and a resume to isubaconexpo@gmail.com
by **Wednesday, February 10th, 2021, at 11:59 PM.**

Late applications will not be accepted.

Name:

Major:

E-mail:

School Address:

Cell Phone Number:

Iowa State Bacon Expo 2021 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 enrolled in at least 12 credits.
- 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 pre approved by a Tri-Chair)
- 8) Utilize and lead your committee to the best of your ability
- 9) Love Bacon!

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

**If you have any questions, please email the ISU Bacon Expo Tri-Chairs,
Grace Christensen, Morgan Fitzsimmons, and Andy Boschert
at isubaconexpo@gmail.com**

Executive Committee Positions

Executive Assistant

- Help ensure 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
- Take minutes and attendance at all meetings
- Attend meetings with the Tri-Chairs when necessary

Vendors

- In charge of coordinating all bacon and food related vendors prior to Bacon Expo
- Coordinate with Dining Chair to inform of bacon amounts and delivery of bacon
- Work with Susanne Johnson of ISU Risk Management and the new State Inspector 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
- Identify Iowa State clubs that will be serving either bacon or novelty items at the event.
- Also serve as the Meat Lab Liaison and work with the Iowa State Meat Lab

Logistics

- Work with third party vendors to acquire booth spaces and necessary equipment for the day of the event.
- Coordinate with third party ticket vendor to sell tickets
- Provide a map of floor plan to Hansen (or chosen location) at the beginning of the semester.
- Coordinate the electronics for the stage.
- Maintain and update the website.

Entertainment

- Plan entertainment options for the attendees. Some events may include: Bacon Voice talent competition, live entertainment, guest speakers, guest judges, Bacon Eating Contest, and children's entertainment. Get creative!
- Create the VIP list, RSVP postcard, and official letter
- Confirm and identify VIPs that will be attending the event and provide them with information regarding day-of logistics and schedule
- Be in charge of stage entertainment for the day of the event
- Oversee kid's entertainment for day of

Sponsors

- Contact potential sponsors for Bacon Expo and secure funding that meets budget
- Create new incentives for sponsors
- Keep detailed records of sponsors and sponsorship totals

Education

- Obtain or develop educational displays for the day of the event
- 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 approved by ISU Risk Management.

Public Relations

- Develop all 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
- Develop all 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.
- Work with Graphic Design to design any needed materials and coordinate non-traditional promotional activities, such as tabling in the MU and hanging up flyers at businesses in local communities.
- Be in charge of photographic coverage the day of the event, as well as social media monitoring.

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

- Recruit 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
- Manage the Bacon Brigade team
- Recruit for the event, attendees and volunteers
- Arrange for Bacon Expo presence at DIS, Freshman BBQ, Club Fest, MU Tabling, and any other recruitment opportunities that present themselves.

CALS Council Representative

- Year Long commitment
- CALS Council Meetings every other week on Wednesday nights
- Report to Exec Team with an update from the College of Ag & Life Sciences meetings

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 2021 and how do your skills/experiences contribute to its success and to making a team better?

- 2) Do you have any previous Bacon Expo experience, and if so, what is it? How did you fulfill your responsibilities?

- 3) Name at least one idea on how to improve Bacon Expo?

- 4) List your top three choices of executive positions.
 - 1.
 - 2.
 - 3.

Note: If you are applying for Public Relations, you must submit a portfolio (or link to your website) and your social media handles. Also, please include 2 writing samples.

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 twelve (12) credits, not on conduct probation, not on Academic Probation, and have a minimum cumulative GPA of 2.0. *(Digital signature accepted)*

Signature:

Date: