

*Business Division: Events*

Spring 2018

*Description of Position:*

The Events Division for Valley Magazine is responsible for promotional events, for example our Launch Party, fundraising events and other pairings with clubs/organizations on campus. Your responsibilities include planning the events, purchasing supplies, setting up and tearing down, and other tasks asked of you by directors on staff. It is crucial that you maintain good attendance, are organized, creative, and dedicated to Valley Magazine.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PSU Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gmail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*\*\*If chosen, we need to you create a Gmail account\*\*\*Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Semester Standing: \_\_\_\_\_\_\_\_\_Access to a car:  Yes / No**

\*Please attach a copy of your resume\*All applications need to be emailed to the Events Director Kaitlin Miller at [kem383@psu.edu](mailto:kem383@psu.edu) and Business Director Sandra Carrillo at [sandra.carrillo@gmail.com](mailto:sandra.carrillo@gmail.com) by **Sunday, November 19th at 7 p.m.**

**1. Please explain, in detail, your past experiences dealing with events and your role within the process of planning/executing that specific event. What have you learned from your past event experience?**

**2. Why do you feel you should be on the Events Division of Valley Magazine? What characteristics set you apart from others? What do you feel you can contribute?**

**3. If you could plan any event for Valley, what would it be? Please be very descriptive, as well as creative in your response. Attempt to make your responses somewhat realistic in regards to both budget and location.**

**4. What other organizations on campus do you think Valley would pair well with? What event would you put together with that organization?**