

ALUMNI WEEKEND – ALUMNI STAFF ROLES AND RESPONSIBILITIES SUMMARY

DRAFT #1

Ray Mock	Schedule, Scripting and briefing for the President Alumni Board/Ambassadors Meetings Emcee for: 1958 Dinner, Breakfast with the Hodges, Parade Party	
Toni Gebhart	Alumni Board Events and Registration, PFD with Mark Macechko	
Jennifer Clark	Membership Buses Liaison with Knolls of Oxford, Oxford Visitors Bureau, Athletics, IT Services (Cyber Café)	
Cathy Greene	Campus Owls Liaison Oversee Registration Headquarters (Welcome Center) Sunday inter-faith service	
Brian Breittholz	Alumni College	
Joanne Harper	Housing	
Steve Warden	Signs	
Nicki Russell	Merchandise Areas in Registration and Red Zone Road Run/Walk Registration Coordinator	
Rachel Shelley	Registration: Processing, Batching, Access Data base, Nametags and Packet printing	
Pamela Hogeback	Registration Headquarters Logistics (Welcome Center) Registration Assisting: Proof Reading, Packets, etc.	
Mark Macechko	PFD with Toni Gebhart	
Leslie Marmor	5K Run and 3K Walk Parade Party	
Linda Ward	Alumni Weekend Budget – LPO's, PO's, ordering items for purchase, including balloons, Nextel Phones, golf carts, etc. Alumni Weekend Email Address– key point person Class Web Pages – Updates and “Lost” person liaison Campus Space reservations	
Kathy Prescott/Debbie	Marcum/Inn and Hotel Block	
Sue Harris	Alleen Tents Class Acts – Entertainment company Communications: Print Materials, Email Blasts, Web Updates, etc. Staffing	Overall Class Liaison Catering – Carillon & CSC Group Reunions Security/Gates
Alan Burke	Assist as Class Liaison MUSF Bus Tours and staffing Fraternity and Sorority Open Houses	

OTHER KEY STAFF

Jan Ames	Class Scholarships, Class Agents, Class Scholarship Recipients, Miami Fund (Annual Fund) at Welcome Ctr.
Suzanne Clark	Web site updates & maintenance, On-line registration forms/maintenance, AW emails, Survey, Photos
Jim Ambuske	Student staff – hiring, scheduling, weekend liaison
Andy Sanders	All IT needs – phone lines at Welcome Center, AV needs at Alumni College, Class Luncheons, Speakers
Frieden/McQueen	Communications – print materials, McQueen: Welcome Center displays, etc., Frieden: Photography, etc.
Joan Schiml	Miami Fund at Welcome Center, Class Scholarship Fund Raising
Melanie Pascal	Hughes Society Luncheon, Class of 1958 Dinner and Luncheon
Mandy Hart (practicum student during week of Alumni Weekend) – KidZone, Dining Hall Liaison, Balloon Liaison	