

Week of Welcome (W.O.W.) Submission Packet

What is WOW?

- W.O.W. is an opportunity for campus offices, academic departments, and recognized student clubs/organizations to provide coordinated programming opportunities for the first week of the academic year.
- W.O.W. is coordinated through the Division of Student Life and Leadership on behalf of the Xavier University Community.
- W.O.W. includes campus events that take place Monday, August 24, 2009 at 4pm through Sunday, August 30, 2009 at midnight.

What are the goals of WOW?

- Provide a centralized “welcome” experience for ALL new and returning Xavier students
- Support campus offices, academic departments, and student clubs/organizations in joint programming efforts to support a unified campus “kick-off”
- Enhance communication between ALL campus offices, academic departments, and student clubs/organizations

What are the benefits of participating in WOW?

- Free, centralized publicity
- Inclusion of event information in the Manresa welcome packet for new students
- **Priority access** to Gallagher Student Center, Greenspace, Armory, and O’Connor Sports Center facilities
- Advanced notification of program schedule
- Increased publicity/name recognition for your office, department, or club/organization

Who is eligible to submit a program for WOW?

- ALL campus offices, academic departments, and recognized student clubs/organizations

What kinds of programs are right for WOW?

- Programs must be entirely alcohol free.
- Programs must be funded and managed by the sponsoring group.
- Programs may include, but are not limited to the following: community service experiences, athletic events, speaker/lecture programs, social gatherings, and MUCH MORE!
- W.O.W. welcomes and encourages creative programming ideas.
- In the event of time or space conflicts, priority will be given to programs that demonstrate:
 - Collaboration with campus offices, academic departments, and recognized student clubs/organizations
 - Commitment to integrated learning

What are the responsibilities of my organization?

- **Event publicity in addition to W.O.W. schedule of events, flyers, and posters**
- Timely communication with W.O.W. committee
- Room/event location reservations
- Funding
- Facility/event management
- Security (as needed)

WOW Planning Tips

- Develop an idea for an event that will impact a substantial number of students during the first week of classes (Monday, August 24 @ 4pm – Sunday, August 30 @ midnight).
- Explore opportunities to collaborate with campus offices, academic departments, or student clubs/organizations (as appropriate).
- Get the idea approved by your club or organization, advisor, and/or department.
- Make 5 copies of your W.O.W. proposal and submit it to the W.O.W. Co-Chair in the Office of Student Involvement, located in 320 Gallagher, no later than 5:00pm on Friday, April 8, 2009. W.O.W. will not accept late submissions.
- After the W.O.W. schedule of events have been announced, submit any revisions or publicity changes to the W.O.W. committee no later than June 5, 2009.
- Coordinate, plan, and execute your event.
- Evaluate your program and share feedback with the W.O.W. committee

WOW Timeline:

- | | |
|--------------------------------|-----------------------------------|
| ○ February 23 – April 8, 2009: | Program submissions accepted |
| ○ April 27, 2009: | Program schedule announced |
| ○ May 8, 2009: | Room/space reservations released |
| ○ June 5, 2009: | Event publicity revisions due |
| ○ August 3, 2009: | Joint promotional items available |
| ○ August 24 – August 30, 2009: | W.O.W. |

Week of Welcome Event Proposal Form

Event Information

Event Title: _____

Preferred Date (Rank in order of preference):

Monday 8/24(after 4pm) _____

Friday 8/28 _____

Tuesday 8/25 _____

Saturday 8/29 _____

Wednesday 8/26 _____

Sunday 8/30 _____

Thursday 8/27 _____

Start Time: _____

End Time: _____

Preferred Location: _____

Rain Location: _____

Target Audience: _____

Expected Attendance: _____

Contact Information

Sponsoring Organization(s): _____

Contact Name: _____

(contact must be available during summer)

Contact Title/Position: _____

Contact Phone and Email: _____

Event Description

The following short description (subject to editing) will be included in W.O.W. publicity.

Event Description (limit to 50 words):

Please be prepared to submit photos, logos, or preferred artwork for potential use in promotional materials (upon request).

Event Purpose: _____

Where applicable, please highlight how your event demonstrates collaboration, integrated learning, and/or creativity.

W.O.W. Agreement

As a representative of the aforementioned organization(s), I/we understand that our organization is responsible for timely communication with W.O.W. committee, event publicity, event location reservations, funding, facility/event management, and security for the proposed W.O.W. event. I/we understand that the details of the event, including date and time, are subject to approval by the W.O.W. Committee.

Signature of Student Organization President or Office/Department Representative Date

Signature of Student Organization Advisor (for student organizations only) Date

Committee Use Only

Materials Received Date: _____

Committee Review Date: _____

Committee Recommendations: _____

Reason for Recommendations: _____

Notice Sent Date: _____

Follow-Up Contact:

Event Publicity Received: _____ Date: _____

Event Evaluation Received: _____ Date: _____