The University of Oklahoma
Campus Activities Council

Speakers Bureau
Executive Committee Application

The Campus Activities Council (CAC) Speakers Bureau allocates funds to student groups for the purpose of bringing speakers to campus. It also presents numerous talks and other programs on campus in its own right. Speakers Bureau Executive Committee members will develop personal leadership skills and gain exposure to all aspects of event planning. Eight (8) students will be selected to serve on Speakers Bureau for both the Fall 2011 and Spring 2012 semesters.

Name: ___________________________  Classification: FR SO JR SR GRAD
Phone: ___________________________  E-mail: ___________________________
Student ID #: _______________________  Do you have above a 2.5 GPA?: _______(If you are new to OU and do not have a college GPA, put “N/A”)
(You must have at least a 2.5 cumulative GPA to be in CAC)

Please type your responses to the following questions. Please limit answers to two pages.
1. How would you describe your leadership style?
2. What activities and experiences have you been involved with at OU or another institution which are relevant to a leadership position on Speakers Bureau?
3. If you could bring any speaker to OU, who would it be and why? Please describe what the event would look like, where it would be held on campus, etc.
4. Are you available to meet weekly on Thursday evenings this fall? If so, what time?

Please indicate which aspect of Speakers Bureau most interests you. (Descriptions of each position can be found on page two.)

___ Allocation Team  ___ Events Team  ___ Publicity Team

Applications are due Wednesday, September 14, 2011 by 4:30 p.m. Please turn in applications to the Office of Student Life (Oklahoma Memorial Union Suite 370). When you turn in your application, please sign-up for an interview time on the Conference Room window in Student Life. If you have any questions, please do not hesitate to contact Allison Mrasek, Speakers Bureau Chair, via e-mail at amrasek@ou.edu. For more information about CAC or to download an electronic version of this application, visit cac.ou.edu.
# CAC Speakers Bureau Teams

<table>
<thead>
<tr>
<th>Team</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Allocation Team</td>
<td>The Allocation Team will help arrange our info sessions and interviews that are necessary to allocate funds to student groups. In addition they will follow up with these groups throughout the year to ensure the success of their events. An ability to stay organized, build relationships, and follow through is vital for this team.</td>
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<tr>
<td>Events Team</td>
<td>The Events team is in charge of coordinating the logistics of our events and special meetings, including reserving venues and food, negotiating with speaking agencies, etc. Someone who is a self motivator, good at communication, and detail-oriented is ideal for this team.</td>
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<tr>
<td>Publicity Team</td>
<td>The Publicity team is responsible for bringing awareness to campus and to the Norman community about CAC Speakers Bureau events through posters, fliers, social media, etc. Students who are creative and/or knowledgeable in marketing are strongly encouraged to apply for this team.</td>
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