



# green week 2010

## Executive Team Application

Seven months of preparation and planning; four days of events covering the campus and community; and one unforgettable experience 40 years in the making. Green Week 2010 promises to be the most significant, memorable Green Week to date. We're going to celebrate the 40<sup>th</sup> anniversary of Earth Day by painting the OU campus Crimson and Green. There is money to raise, bands to hire, speakers to book, and programs to plan. The Executive Team will be responsible for not only putting together the biggest Green event in OU's history, but among the largest in the nation. It is going to be one of the most rewarding, challenging, and exciting experiences you could be a part of at OU. **Are you ready to make an impact?**

Name\_\_\_\_\_ Shirt Size\_\_\_\_\_

Phone Number\_\_\_\_\_ E-mail\_\_\_\_\_

Classification\_\_\_\_\_ Major\_\_\_\_\_

**Rank your top five choices, one being the highest. Position descriptions can be found on the back of this page:**

_____Finance	_____Design	_____External Relations
_____Publicity	_____Programming	_____Internal Relations
_____Operations	_____Entertainment	_____Webmaster

### Application Guidelines:

**Page One:** This application completed online

**Page Two:** Attach a **one page** resume

**Page Three:** Answer the following questions on a separate sheet of paper

**Page Four:** Attach examples of previous work if applying for Design and Webmaster

**Please answer the following questions on a separate sheet of paper.**

1. Why do you want to be involved in Green Week?
2. What strengths and/or leadership qualities can you bring to the Executive Team?
3. What new ideas do you have for Green Week 2010?
4. Why are you a good candidate for the positions you applied for?

Applications are due **Friday, October 23, 2009 at 5 PM**. Please save this application and attach it to an e-mail, along with the supporting materials, to an e-mail addressed to [brandonmikael@ou.edu](mailto:brandonmikael@ou.edu). You will be contacted by phone to schedule an interview.

Meetings are held Sunday evenings and are mandatory. There will also be a retreat on Sunday, November 15<sup>th</sup> for the Executive Team. If you have any questions, please contact Brandon Mikael at (405) 761-4775 or at [brandonmikael@ou.edu](mailto:brandonmikael@ou.edu).

Finance: Responsible for putting together sponsorship proposals, grant applications, and securing donations. The Finance team will also be responsible for coordinating several fundraising events leading up to Green Week. This is a good opportunity for people interested in fundraising, non-profit development, or working with local and national businesses.

Publicity: Responsible for communicating the Green Week message to the university, local, and national audiences. This is a great opportunity for Public Relations, Advertising, and Communication majors.

Operations: Great events can't happen without the necessary supplies or people. Operations is responsible for ensuring that everything gets to where it needs to be, when it needs to be there. They ensure great ideas become a reality; the backbone of anything we do. Anyone interested in event management, making things happen, or getting stuff done would thrive here.

Design: Responsible for creating and nurturing the Green Week brand. Logo creation as well as T-shirt, flyer, and document design are integral to our success. You will work closely with both Publicity and Webmaster. This is a good opportunity for Visual Communications majors and people skilled in Photoshop, InDesign, etc. We do ask individuals to submit samples of their prior work for this position.

Programming: Responsible for putting together a four-day line-up of creative, interactive, and informative events that will stimulate the eco-consciousness of the OU community. You will seek out speakers, organize food fairs, put together an art show, or anything else that you think will capture attention and inspire participation. Your ability to work with others in developing your idea will be what makes Green Week a success. This is the perfect opportunity for people with great ideas that like to plan events and see the results of their hard work.

Entertainment: Responsible for organizing the largest music event on OU's campus that doesn't include Bono. The Earth Day Music Festival will be what Green Week leads up to and will take place right here in Norman. This is perfect for people that know good music, love concerts, and know a thing or two about what makes a great live music experience.

External Relations: Responsible for establishing partnerships with local, regional, and national businesses and organizations and bringing them to Norman during Green Week. You will show the OU community the opportunities that exist in being green. You will also work on coordinating with the sustainability initiatives of state and local governments and NGOs. This is a great opportunity for people majoring in IPE or Environmental Science as well as people interested in sustainability and corporate social responsibility.

Internal Relations: What will set this year apart from previous Green Weeks is that sustainability will be visible in every corner of campus. The Internal Relations team will work with the colleges and departments of OU to create programs and/or speakers that directly relate to their focus. You will be integral in creating a culture of awareness about the opportunities in going green. This is a great opportunity for people in all majors that are interested in environmental responsibility.

Webmaster: Responsible for creating and maintaining the Green Week web presence. You'll work with individual teams in creating content as well as taking pictures and filming video and posting them throughout the year as Green Week develops into a reality. This is a great opportunity for photographers, videographers, and web designers to showcase their talents. We do ask individuals to submit samples of their prior work for this position.

For accommodations on the basis of disability call (405) 325-3163. The University of Oklahoma is an equal opportunity institution.