**ASCE Icebreaker Committee Responsibilities**

**Chair**

* Reserve Orlando Science Center around February. Option to consider other venues, but OSC has been location of choice for years and thus is easiest option. Megan Shutts ([Mshutts@osc.org](mailto:Mshutts@osc.org)) is the Manager of Meetings and Events, Tori Louth ([TLouth@osc.org](mailto:TLouth@osc.org)) is the Event Coordinator for the actual event day.
* Responsible for setting and organizing budget. Branch set $8000 budget for 2018
* Set committee meeting dates. Usually 3 meetings (May, June, July).
* Set up, launch, update, maintain event in Constant Contact. Should have event up and running before the sponsors are contacted in early May.
* Send 4 emails to Branch announcing the event and reminding people to register.
* Manage file sharing folder (Google Drive, Dropbox, etc.).
* Provide information and support to all subcommittees. Step in whenever subcommittees need help.
* Coordinate number of tables and floor layout with OSC. The maximum allowable table vendors we can have is 22. We had 20 in 2017.

**Vice Chair(s)**

* Position’s purpose is to ‘train’ the person in all the general responsibilities of the Chair to prepare that person to take the Chair position in the future.
* Assist all subcommittee when needed.
* Take on one or some of the following subcommittee roles: Sponsorships, Societies & Public Entities, Raffle Prizes, Printing.
* Learn how to navigate and use Constant Contact to assist chair with registration tasks.

**Sub-Committee: Sponsorships**

* Committee to preferably consist of the Chair and one of the Vice Chairs.
* Reach out to last year’s event sponsors individually about a week before the first Constant Contact invitation email is sent out to the entire branch.
* Encourage IB Committee, YMF Board, and Branch Board members to get their companies to sponsors.
* Reach out to new potential sponsors. Email template has been made. Make sure to get a high-resolution file of their logo (.jpeg or .png). After they confirm, also get their mailing address for Thank You cards at the end of the event.
* Look into reaching out to vendors in the Civil Engineering field to sponsor.
* Keep logos stored in a folder that will be easily accessible for poster boards, Constant Contact event, event PowerPoint slide show, etc.

**Sub-Committee: Societies and Public Entities**

* Committee to preferably consist of the Chair and/or two others.
* Reach out to last year’s event societies/public entities individually. Thank them for attending last year and encourage them to do so again this year.
* Reach out other societies from other years or that that could also attend.
* Diversity initiative: Find contacts and reach out to NSBE, SHPE, SWE, WTS, etc.
* Each society/public entity gets a table. It’s important to keep track of total number of tables so we can coordinate with the Orlando Science Center.
* Public entities register free of charge with the discount code “PUBLIC” when registering online (give code after the public entity confirms that they will attend). The societies registration fee is $75. Both type of organizations get a table and two attendee tickets.
* Make sure to get a high-resolution file of their logo (.jpeg or .png). After they confirm, also get their mailing address for Thank You cards at the end of the event.
* Keep logos stored in a folder that will be easily accessible for poster boards, Constant Contact event, event PowerPoint slide show, etc.
* Coordinate a puzzle/trivia questionnaire that will require attendees to visit every table during event. Puzzle worked out great as trivia replacement in 2017.

**Sub-Committee: Raffle Prizes**

* Committee to preferably consist of two or three people, one being a Vice Chair.
* Reach out to organizations that donated raffle items/services last year. VERY IMPORTANT TO BE MINDFUL OF THE DONATION REQUEST DEADLINE FOR EACH ORGANIZATION. Some companies require two-month submittal before event so they need to be reached before the first meeting (late April/ early May).
* Reach out to new organizations such as hotels, bars, local restaurants, golf courses, etc.
* Make sure to get a high-resolution file of every organization’s logo (.jpeg or .png). If they don’t give us a logo, we cannot use any logo for that organization for legal reasons.
* Make sure to get every organization’s mailing address for us to send Thank You cards at the end of the event.
* Keep logos stored in a folder that will be easily accessible for poster boards, Constant Contact event, event PowerPoint slide show, etc.
* Price for additional raffle tickets: $2/ ticket; 6 tickets for $10; 14 tickets for $20 (special deals).
* Coordinate raffle table and presentation for Event. In recent years, we have used 1 table, 1-2 poster boards listing the items, and lunch paper bags as each item’s container. You are free to improve the setup for this year and request a second table. Two tables worked great in 2017.

**Sub-Committee: Catering**

* Committee to preferably consist of one or two people.
* Reach out to previous year caterer and possible new caterers. We have worked with Millenia for the past few years.
* Make sure we use the proper tax forms so that we don’t pay taxes.
* Be mindful of deposit and remaining balance payment due dates. Coordinate payment with Branch Treasurer (Steve Sommerfeldt [ssommerfeldt@inwoodinc.com](mailto:ssommerfeldt@inwoodinc.com)). Send Request for Funds form.
* Caterer should provide bar stations, bar tenders, ice, cups for wine and drink napkins. Confirm that with them.
* Caterer should provide table linens for the food and all the table vendors/exhibitors. Coordinate number of tables with Chair, Societies/Public Entity Subcommittee and relay to caterer for a final linen count.
* After the caterer has been finalized, we need to provide caterer’s contact information to the Orlando Science Center so that they can coordinate set-up for the date of the event.
* We typically ask the caterer that we are planning for ~200 people but tell them that there may be more people attending and give them a final number a few days before the event.

**Sub-Committee: Drinks**

* Start planning drinks for ~225 people and finalize order after registration closes. Coordinate final number of attendees with Chair. Final number in 2017 was about 300 people.
* In recent years, we have ordered beer from Orlando Brewing Co. and the remaining drinks (wine, water, soda, Michelob Ultra, and Yuengling) from Total Wine and Publix (they always have 2 for 1 deals). Items from Orlando Brewing and Total Wine can be purchased tax free when purchased with the ASCE Tax Exempt form.
* Drink spreadsheet has been set up from previous years.
* We typically purchase everything before the event day and the beer from Orlando Brewing the day of.
* Consider buying kegs as it may be more economical for a large group instead of buying the individual bottle cases.
* Make sure we use the proper tax forms so that we don’t pay taxes.
* Coordinate reimbursement with Branch Treasurer (Steve Sommerfeldt [ssommerfeldt@inwoodinc.com](mailto:ssommerfeldt@inwoodinc.com)). Send Request for Funds form.
* Caterer should provide bar stations, bar tenders, ice, cups for wine and drink napkins, but verify with Chair and Catering subcommittee.
* Ask the committee for assistance for the pick-up, transport and delivery of the drinks. Deliver to the OSC loading dock. Will need a dolly or hand truck.

**Sub-Committee: Game Tables**

* Committee to preferably consist of one or two people.
* Reach out to previous year’s game vendor and possible new vendors.
* In 2017 we booked a Craps table and a Blackjack Table.
* Be mindful of deposit and remaining balance payment due dates. Coordinate payment with Branch Treasurer (Steve Sommerfeldt [ssommerfeldt@inwoodinc.com](mailto:ssommerfeldt@inwoodinc.com)). Send Request for Funds form.
* After game vendor has been finalized, we need to provide their contact information to the Orlando Science Center so that they can coordinate set-up for the date of the event.
* Set $80 cash aside to tip each dealer ($40 each) right after the event.
* In the past we have coordinated with the dealers that every player starts with $500 in game money, and that they get 1 raffle ticket for every $500 that they win. So if they win $1000, they receive 2 raffle tickets. If they win $2000, they get 4 raffle tickets.
* Coordinate raffle tickets provided by dealers to be a different color than the event raffle tickets. Make sure to coordinate raffle ticket color and game money worth prior to the event.

**Sub-Committee: Audio/Video**

* In recent years, we have worked with PhotoSound of Orlando. Look at last year’s invoice for what they provided (6ft tripod screen, screen skirt, (4) 12” 1000W speakers, mixer, and a podium).
* Consider ordering larger screen for slide show. Can borrow from someone’s company if possible.
* Make sure we use the proper tax forms so that we don’t pay taxes.
* Coordinate payment/reimbursement with Branch Treasurer (Steve Sommerfeldt [ssommerfeldt@inwoodinc.com](mailto:ssommerfeldt@inwoodinc.com)). Send Request for Funds form.
* Assign a ‘mic person’ to make announcements during event.
* Make sure we secure a laptop and projector.
* Assist with the setup of equipment during the event to learn how to use the equipment.

**Sub-Committee: Printing, Sponsorship Board, Logos, Table Displays**

* Committee to preferably consist of two or three people (one should be the vice chair or on the sponsor sub-committee).
* Coordinate with Chair, Sponsorship, Societies/Public Entities, and Raffle Subcommittees to keep track of all logos.
* Keep logos stored in a folder that will be easily accessible for poster boards, Constant Contact event, event PowerPoint slide show, etc.
* Contact Triangle about if they can sponsor our event again by providing the printed poster boards, and table/food/game/dessert/etc. logo displays.
* Triangle POC: Reg Garner ([reg@trianglerepro.com](mailto:reg@trianglerepro.com))
* Provide updates of sponsor graphic for website on a weekly/bi-weekly basis, depending on sponsor/society/public entity registration.
* Provide slide show will all logos for the event. We typically just update the PowerPoint used last year.
* Large 24x36 logo display board (2), 22x17 raffle poster (1), 12x12 sponsor logo display at appetizers, desserts, drinks, games, and display table sponsors (number depends on final number of sponsors for the items mentioned).
* Make sure we have enough easels for the display boards, the 12x12 sponsor logo displays should be ordered with easels when ordering from Triangle.