



St. Mary Student Parish

Catholic Campus Ministry at the University of Michigan

Special Events Team Member

Mission:

The Special Events team is in charge of planning and hosting social events for undergrad students. These events aim to attract new students, but their primary purpose will be to provide opportunities for socializing in a welcoming environment. The intention behind Special Events at St. Mary is to engage students and invite them to further participate as part of the greater SMSP community. Some examples of Special Events Team events are:

- Root Beer Pong
- Game Nights
- Bonfire
- Sky Zone, Apple Orchard, and other off-campus events

General Responsibilities:

The Special Events Team meets approximately every month and plans at least one social event each month. Requirements are as follows:

- Brainstorm and schedule events
- Develop marketing materials (date, time, name of the event, description) and distribute to the Communications Director and the CCC Lead Team through the Communications Request Form
- Promote events through flyers, publicity, and social media
- Logistics and planning to executing events
- Purchase/Acquire necessary materials for events – Either through SMSP Petty cash or reimbursement
- Recruit volunteers if necessary
- Be on-site to manage events from start to finish
- Evaluate events to gauge level of success
- Commit roughly 4-6 hours on event days
- Commit 1 hour every month for Special Events lead team meetings

Requirements:

- Interest in event planning
- Responsible and accountable
- Willingness to commit to full participation in all events, including logistics and planning
- Serve as a welcoming presence to all students
- Be flexible and creative
- Ability to organize and plan ahead
- Positive attitude and enthusiasm for St. Mary!