

## **Symposium Planning Committees**

The New Paltz High School Science Research Symposium is the culmination of our efforts each year. It is an opportunity for all of us to show off all of the hard work we've been doing throughout the year/years. In order to make the symposium an event to remember, we all need to be involved in the planning and execution of the event. Each student will need to sign up for a committee to work with. This way, no one person (read as "Mr. Ulrich") has to do all of the work necessary to make the symposium your fabulous event.

### **Program Committee**

This group will be in charge of designing the programs handed out to the guests. Some duties for this group are:

- Design and layout of the program – pictures quotes, text, etc.
- Collecting bios from each student for inclusion in the program
- Dedication?
- Possibly sell sponsorship spaces to fund future symposium dinners.

### **Parent-Request Committee**

There are a lot of things that need to be brought in for the symposium to be elegant and filling. In the past one person (read as "Mr. Ulrich") had to run around and gather/buy all of the materials. The job of this committee is to figure out all of the things we need – snacks, drinks, cups, plates, napkins, table clothes, flowers, etc., and recruit and coordinate parents to bring in the materials. They will also be in charge of setting up the refreshment tables. Additionally, they will coordinate the audio-visual aspects of the symposium by gathering completed PowerPoints into a single folder.

### **Invitation Committee**

In order to make the symposium extra fabulous, we need people to present to. This committee will be responsible for creating an invitation to send out as well as manage the address database of who to send the invites to. They will collect information from each SR student to do this. Members will also have to execute the timely mailing of the invitations. Additionally, this group will make up nametags for SR students and other VIPs as well as serve as the greeters at the symposium.

### **Publicity Committee**

These students will be in charge of generating a buzz in the media about the symposium. They'll need to write a press release and talk to Mrs. Clinton about media outlets to send them to. Also, they will create a publicity poster for display and an announcement for NPZ. Additionally, they will create thank you notes for all volunteers and VIPs, get the addresses from the invitation committee and mail them out. This year, I'm hoping this committee will be able to coordinate selling advertisement space in our program.

### **ALL Students**

All students will be expected to be involved in the set-up and takedown of the symposium. All posters and presentations are to be completed the week BEFORE the symposium. NO ONE will be allowed to make "last minute" adjustments to their presentations. Your performance at the symposium AND in your committee counts toward your grade. Grades aside, let's all take care of our responsibilities so we can all bask in the glory of an excellent symposium.