Campus Traditions Duties- Shocktoberfest and Hippodrome

History of Shocktoberfest- Shocktoberfest has been Wichita State’s annual celebration of Shocker spirit and pride since 1991. This week-long series features events, programs and competitions coordinated by the Student Involvement with the support of multiple student organizations and campus departments.

Responsibilities for Shocktoberfest Include:

- Marketing of the week long spirit competition and its individual programs, events and competitions.
- Recruiting student organizations, groups of students and departments to participate in events and competitions throughout the week.
- Coordinating a banner decorating competition and facilitating the display of banners around campus.
- Recruiting departments to participate in a door decorating competition.
- Planning and execution of events including Wu’s Birthday Bash and Dine with the Dean’s and Songfest. Working collaboratively with campus partners in the facilitation of additional Shocktoberfest events and programs:
  - Saturday kick off: Pumpkin Run sponsored by Campus Recreation and Trunk or Treat sponsored by SAC
  - Tuesday: Hunger Games Food and Hygiene Drive sponsored by CSB.
  - Wednesday: 3v3 or Dodgeball sponsored by SAC
  - Friday: Big Pink Volleyball sponsored by the Wellness Division.

History of Hippodrome- Hippodrome first appeared in 1928 where students and organizations were invited to enter a stunt competition for a ten dollar prize. This event has endured the test of time and remains one of the oldest campus traditions in the nation. Today, students participate in skit competitions and special attractions, both of which showcase the many talents our students have on campus.

The Responsibilities for Hippodrome Include:

- Marketing and promotion of skit competitions
- Recruiting student groups and individuals to perform as variety acts
- Recruiting student organizations and/or groups of students to perform in the skit competitions
- Recruiting emcees for Wednesday, Thursday, Saturday
- Planning and executing technical and production needs for performances
- Collecting and screening information submitted such as scripts, music and lighting.
- Recruiting and training judges for Wednesday and Thursday and different judges for Saturday.
- Selling ads and forming a playbill via basecamp
Position Responsibilities

Chair Responsibilities—paid position

- Maintain a minimum of seven (7) regularly scheduled office hours per week, in addition to time needed for programs and events.
  - Office hours includes:
    - One on One Meeting with advisor (1 hour)
    - Committee Meeting (1 hour)
  - Lead the committee in the strategic planning, goal setting and initiatives of the Campus Traditions Committee.
  - Allocate and use budget in a responsible manner.
  - Conduct reflection assessments after each event along with post budget forms with event coordinators.
  - Assist committee members in promoting programs and events through the creation and distribution of all marketing using the marketing campaign guide.
  - Serve as a Mentor to committee members to provide opportunities for personal and professional leadership growth.
  - Assume duties of committee members in their absence.

Marketing

- Oversee overall image and brand of Shocktoberfest and Hippodrome.
- Meet with Advisor or Chair weekly to discuss overall marketing material and strategies
- Create all marketing for Songfest, overall Shocktoberfest and Hippodrome through Basecamp.
- Coordinate the design and distribution of promotional publications.
- Supervise the event publicity efforts for CT events, including but not limited to guerilla marketing ideas.
- Manage and promote Shocktoberfest and Hippodrome as well as other traditional events through CT’s online presence through the website and social media.

Recruiter/point tracker (co-sponsor liaison)

- Promote and host 2 information sessions on traditional events a month on ways individuals and groups can participate.
- Host informational tables on what Campus Traditions are and ways to get involved.
- Recruit volunteers for CT sponsored events that may need additional help such as Wu’s Birthday Bash, Songfest, and Hippodrome.
- As a point-tracker and co-sponsor liaison this position will work to gather points from events not primarily ran by the Campus Traditions Committee. They will work with the campus partner sponsoring the event and gather the group points from that event.
Event Planner (2)

- Plan and execute programs and events that occur during Shocktoberfest and Hippodrome Week, this includes but is not limited to Wu's Birthday Bash and Dine with the Deans.
- Allocate and use budget in a responsible manner.
- Communicate professionally with other departments/people/groups that need to be in attendance for event.
- Create and implement marketing plan for programs.
- Work through event logistics (reservations, food orders, layouts, volunteer needs, tech needs) with chair/advisor to committee.
- Conduct reflection assessments after each event along with post budget forms with advisor.

General Responsibilities
Be a good ambassador of Student Involvement and Wichita State University.
Maintain a cumulative 2.5 GPA or higher
Attend weekly Campus Traditions Meetings
Attend weekly 1:1 with CT Advisor
Hold at least 3 regularly schedule office hours.
Be available all day on Saturday, October 27 for Songfest.
Be available all day on Saturday, April 13 from noon on for final performances of Hippodrome.
Be available Wednesday and Thursday from 5 p.m. on April 10 and 11 unless class conflict for Hippodrome night 1 and 2.
Campus Tradition Applicant Details

Name: __________________________ MyWSU ID: ______________________

Street Address: ______________________________________________________

City: ___________________________ State: _______ Zip: ______________________

Primary Phone: _______________________________________________________{

E-mail Address: ______________________________________________________

Cumulative GPA: ____________ Major: ________________________________

Number of Semesters at WSU: ______ Estimated Date of Graduation: ____________

Please check your class standing

___ Freshman  ___ Sophomore  ___ Junior  ___ Senior  ___ Graduate Student

Please check any position you are interested in applying for

___ Chair  ___ Marketing  ___ Recruiter  ___ Event Coordinator (2)

By signing below I understand the following:

1) I authorize Student Involvement staff to verify that my GPA is at least 2.5.

2) I agree that the information provided is accurate.

_______________________________________  __________________________
Signature  Date

1. Please answer the following questions on a separate sheet of paper (typed):
   - Why are you interested in being the Chair/involved with the Campus Traditions Committee?
   - What would you like to accomplish as in position you are applying for under the Campus Traditions Committee?
• What personal skills and abilities do you have that will assist you in this position?
• What impact do you think Campus Tradition programs have on Wichita State’s campus?
• What do you plan to be involved with during the next academic year? Please include student organizations, jobs and any other time commitments.

2. **Provide a resume with your application.** We encourage you to visit the Career Development Center (Brennan Hall III) for information on developing a resume if you need assistance.

3. **Please return this application and supplemental materials to Student Involvement, RSC 216 and sign up for a pre-interview orientation and interview.**
   • Applications are due on Tuesday, April 17 at 5 p.m.
   • Interviews will be held on Friday, April 20, beginning at 10:00 a.m. in RSC 216 SI Conference Room.

• **All materials including this application must be submitted to the Student Involvement Office (RSC 216) by 5 p.m. on Tuesday, April 17.**