Ohio Student Government Summit Planning

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Ohio Student Government Summit Planning

A detailed manual and guide to planning OSGS

This paper will detail the process of planning this event such as organizing the logistics, developing content and materials, maintaining a budget, and running an effective planning committee. It will also address the objectives of the Ohio Student Government Summit and how to implement those objectives into the content of the event.
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Ohio Student Government Summit Planning

Summary
The purpose of the Ohio Student Government Summit is to bring student governments of various Ohio universities and colleges together for an open and candid discussion about issues their respective schools face, what role they play in facing those issues, and how they can help resolve those issues to create a better campus environment for our student bodies. The structure of the event includes a keynote speaker, breakout sessions, lunch, and a round table discussion. The planning of this event includes: organizing the logistics, developing content and materials for each portion, maintaining a budget, and running an effective planning committee.

The goal of this event is to connect student governments across the state of Ohio. It allows different universities and colleges, who otherwise would not meet, the opportunity to come together and discuss relevant issues, to trade tips and tricks, and the ability to network. While valuable professional experience would be gained during the planning this event, the actual summit will provide many students with educational and life experiences that they will take with them further than their next student government meeting.

This formal document has been put together at the completion of the project to document what was done throughout the planning of the event and the outcome of the event. Data has been collected from the summit attendees through a pre- and post-event survey to determine the success of the event, what portions worked well, and what aspects need work. The following document details the research prior to the event, method of planning the event, results of the event objectives, and discussion of event improvements that culminates into a planning guide with supporting documentation from the event.

Research
Meetings and conferences are events that serve a particular purpose to a group of people. Event planning is a long and multi-faceted process where many details can be overlooked. It is important to be aware of all the different components and details that go into an event before the planning process begins, in order to plan a successful event.

Kilkenny (2006), Dowson (2015), and Somerville (1995) explored three different methods for planning an event. Kilkenny (2006) gives a general overview of what should happen before an event, Dowson (2015) details a planning model that breaks down the planning process into phases, and Somerville (1995) explains all the different task-oriented lists an event planner should make for themselves. In order to have a successful event, there needs to be attendees and those attendees need to be interested in what the event has to offer them. Martensen (2007) and Close (2009) explore how a potential participant’s emotions, attitude, and self-congruity influence their interest in attending the event. Nicholson (2010) details why social media and technology should be used to engage potential event attendees.
Kilkenny’s (2006) approach consists of six sections: define your purpose, have planning sessions, create your budget, market your event, and debrief. Defining your purpose is meant to give the event direction and can be referenced back to when making decisions later on in the planning process. Planning sessions are when goals and objectives are set, tasks and responsibilities are assigned, and timelines and checklists are created. Budgets need to remain realistic, accurate, and in line with the event’s financial goals.

In order to successfully market the event, future attendees and registered attendees need to be able to communicate with the event staff. This can be achieved through frequent e-mails, social media, and various other communication platforms. Once the event’s target audience has been clearly defined, the developed marketing can directly target that population. The debrief after the event is used to go over what went wrong and what went well during the event. The question, “What can be improved for next year?” is frequently posed during a debrief meeting.

Dowson (2015) created the “Dowson and Bassett Planning Model,” which breaks the planning process into three phases: preparation, detailed planning, and post event. The preparation phase is meant to prepare the event planner and event planning team for the future. Aspects in this phase include: defining the event concept, determining the budget, establishing the objectives of the event, mapping the major stakeholders, preparing the bid proposal, and studying the event feasibility.

The detailed planning phase is filled with planning activities and tasks that need to be completed prior to the day of the event. These tasks include: selecting the event location, planning the program, creating the site plan and logistics plan, recruiting the event team, contracting suppliers, creating a promotional plan, and planning the finances. The post event phase helps make planning future events easier. Components of this phase include: distributing evaluations, holding a debrief meeting, and following up with event attendees.

The purpose of Somerville (1995) explaining how to plan an event was to help reduce the stress of the event planning process as well as to help event planners feel prepared to predict any issues that may arise during the event planning or on the day of the event.

To start, the framework of the event needs to be thoroughly discussed. It is important to understand the client’s wants, needs, and expectations in order to create a checklist of tasks and assign responsibilities. From these expectations, the events team can then start brainstorming potential problems with what the client wants and how those problems can be solved should they arise.

In order to fully prepare for the day of the event, there needs to be a tight script prepared. The script should include the framework of the event as well as a timetable or schedule describing where everyone involved in the event should be at any given time. The events team and major participants in
the event should all participate in a walk-through several days ahead of time. This allows the events team time to address any issues that may arise before the day of the event.

Lastly, after the event is over it is important to collect an event “scrapbook” with useful information from the event that could help in the planning process for next year’s event. In addition to getting feedback from the event attendees, it is helpful for the event planner to note and list what went wrong and what could be done differently next year.

These three takes on different methods for planning an event have similar aspects, but are very distinct. Dowson (2015) has a very clear outline of how to plan an event. Kilkenny (2006) has a more ambiguous approach that is not as clear. Somerville (1995) takes a more issue-resolving approach that helps to understand where problems could arise during the event. This proves that while what needs to be done for an event is fairly similar, there are many different approaches.

Martensen (2007) focuses on the effect emotions have on a potential event attendee’s attitude towards an event. Consumers in today’s market are considered to be emotionally acting consumers, leading to a growth in the use of creative and emotional marketing communication tools. These emotions can either elicit a positive or negative attitude towards the product (or in this case, event).

A potential participant’s involvement in the advertising has a direct influence on their emotion and attitude towards the event. Close (2009) studies how a person’s self-congruity with a brand or event can influence their eagerness to attend. The study suggested that the more knowledge the potential event attendee has about the event sponsor, the more impact this will have on their self-congruity. With an increased self-congruity, the potential event attendee will be more entertained by the event and have a better attitude towards the event. This leads to the conclusion that the more a potential participant is engaged in humanistic bonding marketing, the more likely they will desire to attend the event.

Nicholson (2010) believes that by integrating social media into event strategies, the event will be more successfully marketed. Social media can be used to facilitate a shared experience for event attendees as well as those who might not have been able to attend the event. By encouraging event attendees to participate on social media about the event, they are able to interact with one another prior to the event as well as encourage others in the industry to register and attend the event. Participants are expecting to be engaged and inspired by an event and this starts with their first interactions concerning the event. Messages about the event should be communicated through a variety of integrated media platforms to successfully engage attendees and to have an effective event.

The purpose of this paper will be to create a step-by-step guide for planning and advertising the Ohio Student Government Summit. This conference attracts a very specific group of attendees: college students involved in student government across the state of Ohio. Using the experience and knowledge
of the researched mentioned above, this paper will bring to light what these attendees like and dislike at a conference, the most successful want to market and promote the event, and the process of planning a well-run event.

Method
The agenda and elements of the summit were curated with four objectives in mind:

1. Connect student government’s from across the state of Ohio.
2. Increase attendees’ knowledge of the structure and functions of various student governments.
3. Increase attendees’ confidence in discussion student government.
4. Increase attendees’ understanding of the operation and purpose of student government.

Pointed questions were asked on the pre- and post-event surveys to effectively measure the success of the event elements in achieving these objectives.

Objective One
There were two key elements built in to the event agenda to help facilitate the connection of attendees from the various student governments to one another. The lunch at the conference was simply a lunch. There was no keynote speaker or activity that occurred simultaneously as it was meant to encourage conversations between schools. Previously, the keynote speaker presented during lunch, leaving little to no time in the agenda for networking. With an open lunch, there was more time available for students to network with one another. Secondly, the breakout sessions were to be run in a discussion-based format. This was done to continue to help foster conversations between the various attendees, as they were encouraged to speak to specific examples within their respective roles.

Objective Two
To increase the attendees’ knowledge of the structure and functions of various student governments, a new portion of the agenda was created: the school introductions and presentations. This 45-minute segment was an opportunity for one representative from each of the schools to present and share how their student government runs and operates. One representative was contacted prior to the event to prepare and submit a slide to be included in the presentation. The intent was for all attendees to gain a better understanding for how different student governments operate, what does and doesn’t work, and the functionality of the various positions.

Objective Three
Based on the feedback from the previous event, attendees noted that they would like to have more time to interact with one another, so the entire summit was planned with discussion in mind. The summit ended with the round table discussion in the hopes that at that point in the day, attendees would have become more comfortable with one another and perhaps be inspired by something they learned in the keynote presentation or breakout sessions thus making them more likely to share. The day was built to
slowly increase the amount of participation asked of the attendees so as to increase their confidence in discussion student government and student government related matters.

Objective Four
In order to increase attendees’ understanding of the operation and purpose of student government, there were four educational breakout sessions offered. These breakout sessions were curated in order to help attendees develop their knowledge and skill set for specific practices within student government. For instance, there was a breakout session all about best practices for interacting with administrators. It helped attendees to identify and communicate with the decision-makers on their campus and how these positive relationships can lead to instituting positive change.

Results
In the pre- and post-event surveys, four questions were included to determine the success of the four event objectives. These questions include:

1. How many other student governments do you feel connected to?
2. On a scale of 1-5, 5 being the highest, rank your knowledge of student government.
3. On a scale of 1-5, 5 being the highest, rank your confidence in discussing student government.
4. On a scale of 1-5, 5 being the highest, rank your understanding of the operation and purpose of student government.

From the results of the post-event survey, it can be concluded that the Ohio Student Government Summit was successful in completing its goals of connected students involved in student government, increasing knowledge of student government, increasing confidence in discussion student government, and increasing the understanding of the operation and purpose of student government.
Objective One

The first objective of this event was to increase the feeling of connectivity between different schools’ student governments. It is evident that the event was successful in connecting members of various student governments. Before the event, 75% of survey responders felt connected to one or none other student governments. After the event, 64.2% of survey responders felt connected to two to ten other student governments.
Objective Two

The second event objective was to increase the attendees’ knowledge of the structure and functions of various student governments. The data from the pre-event to post-event surveys shows a significant increase in attendees’ general knowledge of student government. Before the event, 56.3% of event attendees ranked their knowledge of student government at a two or three on a scale of five. After the event, 84.6% of event attendees ranked their knowledge of student government at a four or five on a scale of five.
The third objective of this event was to increase the attendees’ comfort level in participating in discussing student government. Attendees’ confidence in discussing student government also saw a significant increase because of this event. Before the event, 62.5% of survey responders rated their confidence at a three on a scale of five. After the event, 81.1% of survey responders rated their confidence at a four or five on a scale of five.
Objective Four

The fourth event objective was to increase the attendees’ understanding of the operation and purpose of student government not only on their campus, but all college campuses. Attendees’ understanding of student government operation and purpose saw a general increase because of this event. Before the event, 37.5% of survey respondents ranked their understanding at a three on a scale of five. After the event, 84.7% of survey respondents ranked their understanding at a four or five on a scale of five.

Discussion

Suggestions for Future Events

Promote the Event More Prior to the Event Registration

In order to increase the number of attendees, promoting the event consistently and prior to the opening of event registration will help. Save the date postcards were an addition to the promotion of the 2016 event, but the post cards should have been sent out earlier than a month before registration opened.

The more the event is promoted in a variety of mediums, the more attendees there will be. Mailing materials, e-mailing materials, and posting materials online are three great ways to disseminate information about the event, but more needs to be done on social media and other mediums to simply promote the benefits to coming to this event.

Registration Timeline

Keeping registration open longer may have also allowed for more attendees to have the chance to register. Most student governments have to go through a budget request process to be able to pay for
their registration as well as coordinating representatives from their school to come. On the other hand, if interested schools have too much time to register it is likely that registration may be forgotten. Consistently following up with schools about an impending registration deadline is a great way to motivate their registration submission.

The deadline for the registration should be well within two weeks to the date of the conference. Currently, the payment for the summit covers the cost of attending (shirt, lunch, material costs, etc.). Eventually, the event registration fee could be increased so that Undergraduate Student Government is able to make money off the event. This event does not require attendees to stay in a particular hotel nor does it offer a discounted group rate at local hotels, thus attrition and damage clauses do not need to be considered in the timeline.

**Breakout Session Format**
The format for breakout sessions needs to allow for more discussion time. It should not be a facilitator lecturing for the entire hour as that is not what this group is expecting nor what they respond to. They want to be able to openly discuss with their peers what other universities do and are like in order to come up with ideas to better improve their own university.

One solution would be to have the rooms set be more conducive to group discussions, such as a circle of chairs rather than classroom style seating. The room set still needs to work with the content and intent of the breakout session, but the more comfortable the group of attendees are, the more likely they will be to open up and share with one another.

**Ohio Round Table Discussion Format**
The format for the Ohio Round Table Discussion could have allowed for more contributive conversations if each table had the opportunity to discuss each proposed topic amongst them and then major ideas were then presented to the larger group. This would work best if students were assigned a seat at each table so there would be different schools represented at each table. There should be a facilitator at every table to help with the flow of the discussion. The facilitator should either be a University of Akron student representative, or a previously identified professor or professional.

**Networking Opportunities**
If there were time in the agenda and enough money in the budget, a welcome breakfast or reception would be a great networking opportunity for the attendees. The agenda for the 2016 event was very full and offered little time in between sessions or even during sessions to allow attendees to talk with one another and make meaningful connections. Adding time into the agenda specifically for networking would help attendees to gain more insight into the projects of other student governments in the hopes of creating bigger and better ideas themselves.
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Event Purpose
The Ohio Student Government Summit serves a few purposes, but first and foremost it is an event to connect student government’s from across the state of Ohio. The event hopes to build and foster growth in both the individuals present as well as in each school’s student government. While planning the 2016 event, four key objectives were kept in mind:

1. Connect student government’s from across the state of Ohio.
2. Increase attendees’ knowledge of the structure and functions of various student governments.
3. Increase attendees’ confidence in discussion student government.
4. Increase attendees’ understanding of the operation and purpose of student government.

It was with these goals in mind that the purpose of the event and event agenda began to develop.

Event History
The 2016 Ohio Student Government Summit was the second of its kind. The first summit took place on February 28, 2015 at InfoCision Stadium. 55 schools were invited and 8 schools attended. There were approximately 50 total attendees. The agenda consisted of breakout sessions, a keynote speaker over lunch, and a roundtable discussion.

Previously, the Ohio Student Government Summit was attempted, but had no schools register to attend and had to be cancelled. The administration of the 2014-2015 Undergraduate Student Government worked to put the concept of hosting a conference together, but did not have the time or personnel to successfully implement their plans.

While the 2015 event was much more successful than the attempted 2014 event, there was plenty of room for this summit to grow, both in the number of attendees and the quality of content. The following plans were put in place to continue the growth and development of this event.
Pre-Conference Planning

To-Do List
- Plan out a budget
- Set date for the event
- Find a location and book event space
  - Determine the best set up for each room
- Put together a planning committee
- Develop a social media plan
- Update contact information grid
- Submit a marketing request for the Save the Dates
- Send finished Save the Dates to the printer
- Mail out Save the Dates to invited schools
- Develop and pre-event and post-event survey
- Develop an agenda
  - Determine breakout session topics
  - Determine keynote speaker topic
  - Determine round table discussion topics
- Contact possible breakout session facilitators and keynote speakers
- Submit a marketing request for the agenda
- Send finished agenda to the printer
- Set up the registration website
- Send out registration invitation e-mails
- Send registration confirmation and event details e-mails
- Conduct registration reminder calls
- Send out registration reminder e-mails
  - Once before price increase
  - Once before final registration deadline
- Order merchandise and materials
- Submit food and beverage order
- Work through any additional day-of details
  - Conference photo booth
  - Volunteer assignments
Budget
The budget for the event was $2,000 given that the registration fee was expected to cover most event costs (see Appendix Document H). Initially, staying within this budget was hard to do because the cost of lunch for 75 people was higher than anticipated and forecasting the money coming in from registration was not reliable. Due to the generosity of Dr. Messina, the cost of lunch for this event was covered by his department’s budget and the actual spending costs came in well under budget.

Date and Location
The location of this event has always been on The University of Akron’s campus. The 2015 event was held on the fifth floor of the InfoCision building. This was a unique venue, but was isolating to event attendees that may have enjoyed seeing more of campus. The 2016 event was held on the third floor of the Student Union. This location worked well because of the ease of access to general session event space as well as breakout session space. The setup of the Student Union also allowed event attendees an opportunity to explore, get some coffee, and stretch their legs in between sessions.

The date of this event was decided upon by the event planner, USG advisors, and USG President and Vice President based on the availability of event key players and space in the desired building. The date was set by September of 2015 in order to allow for adequate planning and promoting of the event. As soon as the event key players are established, the date of this event should be set.

Planning Committee
An Executive Order written by the USG President established an official event planning committee and committee chair (the previously decided event planner). The committee of ten students worked together to develop the event’s structure and content. The committee chair and event planner delegated tasks such as registration reminder calls, event set-up, and social media promotion to members of this committee. All decisions for the event were run through this committee to ensure the best plan of action was being created and minimal mistakes would be made.

Social Media
The official Ohio Student Government Summit Twitter is @OSGS_UA. To encourage more schools to register, the Twitter account was run to promote the event and remind schools’ of upcoming deadlines. The account followed official student government accounts of invited schools to gain followers.

Save the Dates
The Save the Date postcards were designed by a student in Student Union Marketing and printed by University Printing. The purpose of the Save the Date postcard was to promote the event and raise awareness to student governments at 52 universities across the state of Ohio. The postcards were mailed out in mid-November, approximately two weeks before the event registration opened.
Survey Questions
Pre event survey questions were developed based on the goals and objectives of the event as well as to gather basic information about the event attendees and set a baseline to draw conclusions from (see Appendix Document E). Post event survey questions were developed based on the content of the event as well as the goals and objectives (see Appendix Document F). It was meant to measure the event attendees’ satisfaction with the event as a whole as well as the many components of the event.

Agenda
The official event agenda and save the date post card were created by Student Union Marketing and then printed by University Printing. For material creation, a minimum of three weeks needs to be given to the designer. There is a form on OrgSync to submit a marketing request. For material printing, a minimum of three days needs to be given to the printer. Eric Ryan (eer7@uakron.edu) in Printing Services can give you a quote and process your order.

Breakout Session Topics
Breakout session topics were developed to educate on a topic and/or build skills for attendees. Topics were based on current trends and issues facing members of student governments on college campus. Presentations were further developed by the breakout session facilitator and event planner in order to help stay on track and to achieve the goals of the conference.

Keynote Speaker Topic
The keynote speaker’s topic was left to the discretion of the keynote speaker with the guideline of being motivational to an already highly motivated group of established campus leaders. The topic was further developed by the event planner and keynote speaker to ensure it fit the needs and mission of the event.

Ohio Round Table Discussion Topics
Discussion topics were developed from relevant issues public universities seem to be facing (see Appendix Document D). Input was given by the Ohio Student Government Association to guide the conversation in being impactful and applicable.

Booking Speakers
Two options for breakout session speakers were determined to best fit the proposed content for each session. If the first choice for a speaker was unable or uninterested, the second option was contacted. Speakers were contacted at least two months prior to the event. No breakout session speaker was compensated for his or her facilitation.

The keynote speaker was contacted through members of USG that may have already been connected to that person in order to create a more personalized approach. Keynote speaker was asked to volunteer their time.
Registration Invitation
The official event registration invitation was sent out via e-mail in mid-January. Early registration with a discounted registration fee of $25 ended January 31st and general registration with a registration fee of $30 ended February 5th.

Registration Website
The registration website is run through an e-commerce site platform that is managed by Anthony Serpette and Erica Hamner. Anthony manages the content and usage of the site while Erica manages the distribution of the funds collected to the correct account. This site needs to be requested every year and can be done through an OrgSync form. Anthony should be contacted to updated any information fields, price, or event information on the site. Erica should be contacted to ensure the funds are being directed to the USG SAF account. It should also be noted that the link to the registration website changes after being clicked on and cannot be copied from the URL box once on the page. The correct link to use is: https://commerce.cashnet.com/UAUSG.

Registration Confirmation and Event Details
Once a registration for an attendee or group of attendees was processed, the event planner would send a registration confirmation e-mail that included important event details as well as a link to the pre-event survey. The event details contained a general event agenda, parking information, and directions.

Registration Reminder Calls
Once the official registration invitation was sent out, members of the conference planning committee made calls to school representatives encouraging them to register. They were also encouraged to answer any questions the potential attendee may have had about the event.

Registration Reminder E-mails
Registration reminder e-mails were sent out twice. One reminder was sent out before the discounted registration cost would increase. Another reminder was sent out before the general registration closed. A few schools missed the general registration deadline, but contacted the event planner quick enough that they were permitted to register for the event.

Merchandise and Materials
T-shirts and padfolios were ordered through Consolidus, the University approved vendor. The artwork on file (OSGS logo) was used to create the t-shirts and the padfolios (see Appendix Document G).

Food and Beverage Order
University Catering was the chosen caterer for this event. The registration fee for attendees covered one meal: lunch. In addition to providing a hot, buffet lunch to attendees, morning snacks were also provided upon attendees’ arrivals. Breakfast snacks included: mini muffins, mini donuts, assorted juices, and water (see Appendix Document B). The lunch buffet included a house mixed greens salad
with assorted dressings, rolls and butter, grilled chicken breasts, vegetarian lasagna, green beans, macaroni and cheese, cookies and brownies, and assorted sodas and bottle waters (see Appendix Document C). The lunch price was discounted to the student organization pricing and was ordered for 75 attendees. This provided plenty of food. In future, vegetarian options do not need to be ordered for the entire group, but should be representative of the number of vegetarian attendees.
Day-of Conference Planning

To-Do List
- Create a working agenda
  - Distribute it to key event players
- Delegate set up tasks to volunteers
- Set up registration table
- Put out proper signage for rooms
- Set out materials in general session room
- Set up photo booth
- Double check room sets
- Ensure all projectors and computers are working
- Go over food order with banquet manager
Working Agenda
The working agenda was meant to ensure everyone involved in the day-of execution were informed of what was happening and when. The first page detailed basic information about the event: date, location, onsite contacts, food and beverage contact/information, and any attendee allergies. The following pages were a detailed itinerary for the day. Every aspect of the agenda was accounted for – how the room should be set, food and beverage that should be in the room, and any other details pertaining to the specific event occurring in the room.

Registration Table
Two committee members manned the registration table on the day-of the event. At the registration table, attendees would receive their name badges and padfolio. The name badges had their name, position, and school on them as well as the OSGS logo. The padfolios were stuffed with an agenda, post-event survey, and contact card that they were later asked to turn in.

Room Signage
Outside every room that was being used was the name of the session and the room number. These were printed in house with the OSGS logo and branding applied to them, but were important to ensuring attendees knew they were entering the correct room. Student Union Ops provided the stands and boards that the signs were posted on.
Post-Conference Evaluation
The evaluation of this event comes from the survey results as well as the general comments and feedback from event attendees and planners. Debriefing after the event allowed the group to recognize what worked well and what needs improved for the next year.

Event Survey Results
How many other student governments do you feel connected to?

Pre-Event
- 0 Schools: 62%
- 1 School: 25%
- 2-5 Schools: 13%
- 6-10 Schools: 0%
- 11-15 Schools: 0%
- 16-20 Schools: 0%
- 21+ Schools: 0%

Post-Event
- 0 Schools: 25%
- 1 School: 25%
- 2-5 Schools: 7%
- 6-10 Schools: 7%
- 11-15 Schools: 57%
- 16-20 Schools: 0%
- 21+ Schools: 0%

It is evident that the event was successful in connecting members of various student governments. Before the event, 75% of survey responders felt connected to one or none other student governments. After the event, 64.2% of survey responders felt connected to two to ten other student governments.
Ohio Student Government Summit Planning

On a scale of 1-5, 5 being the highest, rank your knowledge of student government.

The data from the pre-event to post-event surveys shows a significant increase in attendees’ general knowledge of student government. Before the event, 56.3% of event attendees ranked their knowledge of student government at a two or three on a scale of five. After the event, 84.6% of event attendees ranked their knowledge of student government at a four or five on a scale of five.

On a scale of 1-5, 5 being the highest, rank your confidence in discussing student government.

Post-Conference Evaluation • 25
Attendees’ confidence in discussing student government also saw a significance increase because of this event. Before the event, 62.5% of survey responders rated their confidence at a three on a scale of five. After the event, 81.1% of survey responders rated their confidence at a four or five on a scale of five.

On a scale of 1-5, 5 being the highest, rank your understanding of operation and purpose of student government.

Attendees’ understanding of student government operation and purpose saw a general increase because of this event. Before the event, 37.5% of survey respondents ranked their understanding at a three on a scale of five. After the event, 84.7% of survey respondents ranked their understanding at a four or five on a scale of five.

From the results of the post-event survey, it can be concluded that the Ohio Student Government Summit was successful in completing its goals of connected students involved in student government, increasing knowledge of student government, increasing confidence in discussion student government, and increasing the understanding of the operation and purpose of student government.
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Ohio Student Government Summit Planning

Document A – Ohio Student Government Summit Event Agenda

KEYNOTE SPEAKER
KEVIN SMITH

Ohio Student Government Summit
02.13.16
The University of Akron
OSGS

WELCOME TO THE OHIO STUDENT GOVERNMENT SUMMIT
9:00 AM CHECK-IN AND REGISTRATION
Student Union Self-Service Center

10:00 AM OPENING SESSION
Student Union Room 712

10:15 AM SCHOOL INSTRUCTIONS & PRESENTATIONS
Location: Student Union Room 312

11:00 AM KEYNOTE SPEAKER, KEVIN SMITH
Location: Student Union Room 312

12:00 PM BREAKOUT SESSIONS #1

1:00 PM LUNCH
Location: Student Union Union Bar/Restaurant

2:00 PM BREAKOUT SESSIONS #2

3:00 PM ROUND TABLE DISCUSSION
Location: Student Union Union Bar/Restaurant

4:30 PM CLOSING REMARKS

TWEET AT #OSGS16

BREAKOUT SESSION #1

OPTION 1: NEGOTIATING T1D
Learn how to negotiate pivotal social media to engage your audience, get followers, and increase interactions.
Facilitated by: Josie Slaby, University Communication and Marketing Social Media Specialist
Location: Student Union Room 312

BREAKOUT SESSION #2

OPTION 1: ADMINISTRATORS AND PEOPLE WHO
Embrace the practice of identifying and communicating with decision-makers on campus in order to institute positive change.
Facilitated by: Dr. John Vesutro, Associate Vice President of Student Affairs
Location: Student Union Room 319

OPTION 2: IT’S CONFLICT CASE
On this high-stakes day event, different types of conflicts at the same time in your organization, school, and/or community.
Facilitated by: Dr. William J. Cates, Director of Center for Conflict Management and Political Science Professor
Location: Student Union Room 312

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# Ohio Student Government Summit Planning

## Document B – University Catering Invoice, Breakfast

**Order Name:** Student Government Conference

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Price</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>1275 Pie Factory - Mini Muffins</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6:30am Assorted Mini Muffins</td>
<td>3</td>
<td>$7.20</td>
<td>$21.60</td>
</tr>
<tr>
<td>9:30am Assorted Donuts</td>
<td>3</td>
<td>$8.50</td>
<td>$25.50</td>
</tr>
<tr>
<td>9:30am Assorted Individual Bottles of Juice</td>
<td>40</td>
<td>$2.00</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

**Other:**

Set Up Instructions

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Price</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposable Service</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Invoice #1275**

**Reference Documents • 29**
### Document C – University Catering Invoice, Lunch

**Order Name:** Student Government Conference

**Invoicing Business:** Aramark Catering

**Customer Information:**
- **First Name:** Megan
- **Last Name:** Bodoershutz
- **Address:** 365 Buchtel Ave.
- **City:** Akron
- **State:** OH
- **Zip Code:** 44325
- **Extension:** 330-972-9296
- **Email:** mgodfrey@uakron.edu
- **Phone:** 330-972-9296

**Purpose of Event:** Student Government Conference

**Event Details:**
- **Delivered by:** Megan Bodoershutz
- **Phone:** 330-972-9296
- **Building:** Student Union
- **Room:** Ballrooms C/D/E
- **Customer:** University of Akron

**Payment Information:**
- **Payment Type:** Billing Code
- **Billing Code:** 956125
- **Department:** Undergraduate
- **Name:** Student Government
- **Event:** Event No. 1
- **Authorized By:** Authorized

**Event Information:**
- **Check this box if this is a University Event:**
- **Sponsor:**
- **Guest Count:**
- **Pick-up:**
- **Delivery:** Saturday, 2/13/2016
- **Set-up:**
- **Start Time:**
- **End Time:**

### Food

**1:00pm Student Organization Menu:**

- **Create Your Own 2 Entree Buffet**
- **House Mixed Greens Salad and Assorted Dressings**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Price</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolls and Butter</td>
<td>75</td>
<td>$13.90</td>
<td>$1,042.25</td>
</tr>
<tr>
<td>Grilled Chicken Breast</td>
<td>Vegetarian Lasagna</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green Beans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macaroni and Cheese</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cookies &amp; Brownies</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**1:00pm Assorted Sodas and Bottled Waters**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Price</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>75</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Set Up Instructions (By 10:00am):**

- Food tables set up inside ballroom, cloth and server by 10:00am (event starts at 10:00am)
- White Linens on 10 Round tables of 8
- Disposable Service on buffet

**Order Totals**

<table>
<thead>
<tr>
<th>Order Total</th>
<th><strong>$1,042.25</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Charge</td>
<td><strong>$52.40</strong></td>
</tr>
<tr>
<td>Total</td>
<td><strong>$1,104.64</strong></td>
</tr>
</tbody>
</table>

**Balance Due:** $1,104.71

---

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Ohio Roundtable Discussion Topics

Sexual Assault on Campus
In late 2014, the White House launched the “It’s On Us” initiative — an awareness campaign to help put an end to sexual assault on college campuses. It’s On Us asks everyone — men and women across America — to make a personal commitment to step off the sidelines and be part of the solution to campus sexual assault.

“An estimated one in five women has been sexually assaulted during her college years — one in five,” the President noted. “Of those assaults, only 12 percent are reported, and of those reported assaults, only a fraction of the offenders are punished.”

It’s On Us pledges to RECOGNIZE that non-consensual sex is sexual assault, to IDENTIFY situations in which sexual assault may occur, to INTERVENE in situations where consent has not or cannot be given, and to CREATE an environment in which sexual assault is unacceptable and survivors are supported.

Transgender Students
Estimates suggest that at least 0.3% of adults in the United States (i.e., 700,000 people) identify as transgender (Gates, 2011). The current generation of young people may be more willing to acknowledge LGBT identities, so previous data probably underestimate prevalence. In any case, transgender youth are an increasingly visible and persecuted minority.

Discrimination manifests itself in various ways at school. A commonly cited problem is gender-segregated restrooms. Transgender students generally must use restrooms designated for their sex as assigned at birth. Entering such enclosed spaces designated for a gender with which they do not identify and may not even look like can be alienating, stressful, and a location where harassment is likely (American Psychological Association, 2009).

As schools transform their student and learning supports into a unified, comprehensive, and equitable system, they must fully embed plans for addressing the rights and well-being of all students. Special attention is needed to minimize harassment, discrimination, and exclusion at school. School policy must explicitly protect and support all students; curricula must represent and positively portray all subgroups in society; social and emotional learning must emphasize a sense of community and respect for all.

With specific reference to LGBT students, studies suggest that

- Promoting respect for gender identity and expression, fostering resilience, encouraging tolerance and a respectful school community facilitated when all students learn about sexual and gender diversity;
- Pursuing such desirable outcomes is further facilitated when staff use a youth’s preferred name and pronouns, respect gender identity privacy, and value individual contributions (Pardo & Schantz, 2008);
• Feelings of welcome and safety are engendered by intervening to prevent harassment, discrimination, and exclusion and taking appropriate action when problems arise and by decreasing emphasis on gender binary through use of mixed-gender rather than segregated activities (including providing for organizations such as Gay-Straight Alliances);

• Addressing problems related to access and use of school facilities and activities in ways that align with students’ gender identity.

Campus Tobacco Ban
Currently, more than one in four young adults, age 18-24 smoke cigarettes according to the Ohio Department of Health. In 2012, the Ohio Board of Regents voted unanimously to make a strong recommendation to Ohio’s college and university trustees to ban tobacco products campus-wide.

The Ohio Board of Regents recently approved a resolution presented by the Chairman of the Board recommending that each board of trustees of the University System of Ohio consider implementing its own policy to establish its campus as tobacco-free.

The number of campus smoking bans has increased nationally by more than 2,000% in the past six years. In 2006 there were 34 colleges and universities with a 100% smoke-free campus; as of July of 2012 there are 774 college and university campuses that have a 100% smoke-free policy. These bans specify that all buildings, residence halls, and the entire campus are entirely smoke-free, no exceptions. There are now three states where the law prohibits smoking on all public campuses (Oklahoma, Arkansas, and Iowa-public and private), affecting a total of 128 campuses.

Student Trustee Voting Rights
These days, it is the rare college or university governing board that has not addressed the sometimes-volatile issue of including students as members of the board. A recent AGB study shows that 21% of independent institution boards now include at least one student member, and more than 70% of public institution boards include one or more students. Whether or not a student trustee should also be allowed to vote on board issues is an additional question for debate, a question to which a rapidly-increasing number of public institutions are answering “yes.”

AGB generally does not support the inclusion of students as voting board members because of the inherent conflict of interest created when a student serves on his or her own institution’s board. Whether or not students serve on the board, special efforts should be made to assess the effectiveness of the board’s communications with students and to employ the best means of information exchange.

Rather than have students serve as voting board members, some colleges reserve one or two spots on the board for recent alumni who might be more in touch with student life than their older board colleagues. Because these younger alumni have no immediate connection to the current campus community, they avoid conflicts of interest.

Including current students as members of board committees without the right to vote or attend full board meetings can enrich the work of the board, enhance understanding, and avoid the possible conflicts students might experience as a full voting board member.
Student Fee Subsidized Athletics

For many individuals, collegiate athletics is the most visible face of higher education. Men’s football and basketball attract widespread television coverage, endorsement deals, and multi million dollar coaching contracts, leaving most spectators with the impression that college sports are a lucrative business. But participation in National Collegiate Athletic Association (NCAA) Division I athletic programs—the highest level of intercollegiate athletics in the United States—comes with a hefty price tag, one that is usually paid in part by institutions and students.

The belief that college sports are a financial boon to colleges and universities is generally misguided. Although some big-time college sports athletic departments are self-supporting—and some specific sports may be profitable enough to help support other campus sports programs—more often than not, the colleges and universities are subsidizing athletics, not the other way around. In fact, student fees or institutional subsidies (coming from tuition, state appropriations, endowments, or other revenue generating activities on campus) often support even the largest NCAA Division I college sports programs.

Recent trends suggest that the most significant economic slowdown in recent years has done little to reverse the growth in athletic spending, particularly in those divisions heavily dependent on institutional support. The growth in athletic spending is not expected to abate anytime soon, as media contracts fuel more money into the system and the “have nots” continue to chase the “haves.” Not only does athletic spending per athlete far exceed academic spending per student, it is also growing about twice as fast.

College sports are certainly valuable in that they allow students to pursue healthy, competitive activities that they are passionate about. But big-time college sports programs often seem to serve as advertising vehicles, boosting exposure and prestige for those universities that are successful. While a winning team may generate some new students and donors, the price of participating in Division I athletics is high. And disparities in academic and athletic spending suggest that participating public colleges and universities reexamine their game plans.

Online Classes in Higher Education

In 2012, about a quarter of undergraduate college students were enrolled in at least some — if not all — distance education courses as part of their studies, according to a 2014 report from the National Center for Education Statistics. A 2013 report from Babson Survey Research Group and Quahog Research Group, LLC, pointed out that approximately 86.5% of higher education institutions offer distance learning classes. Clearly, online schooling is commonplace.

Despite advantages, online schooling is not the right fit for every student. Taking online courses is generally believed to require more self-discipline than completing a degree on campus. Because online schooling options often allow students to complete much of the coursework at their own pace, students must be motivated to stay on schedule and manage their time accordingly. Other potential disadvantages from a student’s viewpoint may include the following: less instructional support, issues with required skills, and lack of quality or variety.

The advantages of online schooling are fairly clear; students can earn a degree according to their own schedule and often at their own pace, without incurring the costs of transportation or having to move across country to attend their chosen institution.
Ohio Student Government Summit Planning

Document E – Pre Event Survey

Pre-Event Survey

Thank you for registering for the Ohio Student Government Summit at The University of Akron. We are looking forward to hosting you. Please take a moment to give us insight of your expectations for the event so we can best prepare for the event. Thank you.

1. What is your class rank?
   Mark only one oval.
   ☐ Freshman
   ☐ Sophomore
   ☐ Junior
   ☐ Senior
   ☐ Prefer not to answer
   ☐ Other: _____________________________

2. Will this be your first time attending OSGS?
   Mark only one oval.
   ☐ Yes
   ☐ No

3. What do you hope to learn more about at this event?
   ____________________________________________
   ____________________________________________
   ____________________________________________

4. In general, what are you most interested in doing at this event?
   Mark only one oval.
   ☐ Networking
   ☐ Sharing ideas from my own experience
   ☐ Listening to ideas from other groups
   ☐ Hearing examples from across student governments
   ☐ Interacting with speakers
   ☐ None of the above
   ☐ Other: _____________________________

5. What is your overall expertise in how student governments function and the problems they may be facing?
   Mark only one oval.
   ☐ Novice: I am just getting my feet wet and am coming to this event to learn more.
   ☐ Competent: I have limited experience, but am hoping to learn more.
   ☐ Proficient: I have considerable experience, but am not an expert.
   ☐ Expert: I am well-versed on this topic and am coming to share my expertise.

6. On a scale of 1-5, please rank your knowledge of Student Government. If this is not applicable, please choose 0.
   Mark only one oval.
   0 1 2 3 4 5

7. On a scale of 1-5, please rank your confidence in discussing Student Government. If this is not applicable, please choose 0.
   Mark only one oval.
   1 2 3 4 5

8. On a scale of 1-5, please rank your understanding of the operation and purpose of Student Government. If this is not applicable, please choose 0.
   Mark only one oval.
   1 2 3 4 5

9. How many other student governments do you feel connected to?
   Mark only one oval.
   0 1 2-5 6-10 11-15 16-20 21+

10. How important do you consider this event to be?
    Mark only one oval.
    ☐ Not at all
    ☐ Somewhat
    ☐ Neutral
    ☐ Very much
    ☐ Extremely
Post-Event Survey

Thank you for coming to the Ohio Student Government Summit at The University of Akron. We enjoyed having you and we hope you had a great experience. Please take a moment to provide us with feedback in order to help us improve for next year’s event. Thank you.

How long did it take you to travel to the Summit?

- Less than 1 hour
- 1-2 hours
- 2-3 hours
- 3-4 hours
- 4-5 hours
- More than 5 hours

Do you believe the registration fee was an appropriate value for the event?

- Yes
- No

Please elaborate on your answer.

Did you attend last year’s Summit?

- Yes
- No

What is your overall opinion about this year’s event?

- Poor
- Unsatisfactory
- Neutral
- Satisfactory
- Excellent
- Not Applicable
Please choose the appropriate response for each item:

<table>
<thead>
<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>The registration process was easy to use and navigate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The registration process was easy to use and navigate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I felt comfortable registering for OSGS online.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The postcard Save the Date influenced my attendance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The e-mail invitation I received provided enough information</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>for me to confidently register for OSGS.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>The follow-up e-mail answered all my questions about the event</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>location, agenda, and any other event details.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

As a result of your participation in this event, did your overall knowledge of the topics covered at the event increase?

- [ ] Yes
- [ ] No
- [ ] Don't Know

How many other student governments do you feel connected to?

- [ ] 0
- [ ] 1
- [ ] 2-5
- [ ] 6-10
- [ ] 11-15
- [ ] 16-20
- [ ] 21+
Please rate your overall satisfaction with the following event elements:

<table>
<thead>
<tr>
<th>Event Element</th>
<th>Poor</th>
<th>Unsatisfactory</th>
<th>Neutral</th>
<th>Satisfactory</th>
<th>Excellent</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Presentations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kevin Smith - Keynote Speaker</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashtag 101 Breakout Session</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OITNB: Organization is the New Black Breakout Session</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrators are People Too Breakout Session</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>It’s Conflict-cated Breakout Session</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Table Discussion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are there any breakout session topics you would like to see in the future?

Is there a keynote speaker or topic for a keynote speaker you think would be appropriate and beneficial to OSGS?
On a scale of 1-5, 5 being the highest, please rank the following items:

<table>
<thead>
<tr>
<th></th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your knowledge of Student Government.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your confidence in discussing Student Government.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your understanding of the operation &amp; purpose of Student Government.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What was your most important takeaway from the event?

How can we better advertise and market OSGS to increase participation?

Do you have any comments or suggestions regarding the facilities, setup, or organization of this event?

Do you have any suggestions for future events?

Please write any additional comments or suggestions for the event organizers.
# Ohio Student Government Summit Planning

**Reference Documents** • 39

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## Document G – Consolidus Invoice

**theUAshop.com – Order Confirmation**

- **service@theushop.com**
- **Tue 12/23/2013 4:14 PM**
- **uasgChiefStaff@uakron.edu**

---

Thank you for choosing theUAshop.com for your promotional need! Questions? Please direct your inquiries to service@theUAshop.com or call toll free at 1-866-776-6848. Your recent order has the following details:

- Log onto your account and view your order status at any time [www.theUAshop.com](http://www.theUAshop.com)
- Click Manage My Account and view your Order Status for updates.

**ORDER PLACE BY:**

- **The University of Akron**
  - Morgan BODENHEIM-HATZ
  - 312 Buchtel Common Student Union Rm. 113
  - Akron OH 44325
  - 330-972-7502
  - uasgChiefStaff@uakron.edu

**BILL TO:**

- The University of Akron
  - Morgan BODENHEIM-HATZ
  - Undergraduate Student Government
  - 312 Buchtel Common Student Union Rm. 113
  - Akron, OH 44325
  - USA
  - 330-972-7502
  - uasgChiefStaff@uakron.edu

**SHIP TO:**

- The University of Akron
  - Morgan BODENHEIM-HATZ
  - Undergraduate Student Government
  - 312 Buchtel Common Student Union Rm. 113
  - Akron, OH 44325
  - USA
  - 330-972-7502
  - uasgChiefStaff@uakron.edu

**Delivery Date (expected):** 12/17 business days after approval

**Shipping Method:** UPS, UPS GROUND

**Payment Status:** C/O HOLD. Pending payment method approval

**Payment Method:** Credit Card

**Terms:** If paying by check please address payment to:

- Consolidus (our parent company)
  - 526 S. Main Street, Suite #504
  - Akron, OH 44301

**Account/Charge Code:** NONE

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<table>
<thead>
<tr>
<th>(12 26532) Jazzer Heavyweight Blend ISO T-Shirt</th>
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<tbody>
<tr>
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<td>Oxford &amp; M</td>
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<tr>
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**SHIPPING & HANDLING:** $19.22

**MERCHANTISSE SUB-TOTAL:** $145.88

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<tr>
<td><strong>Quantity:</strong> 100</td>
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<th>ITEMS</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
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</thead>
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**SHIPPING & HANDLING:** $15.97

**MERCHANTISSE SUB-TOTAL:** $350.97

---

**TOTAL MERCHANTISSE:** $1,076.95

**TOTAL DISCOUNT:** $0.00

**TOTAL TAX:** $0.00

---

**GRAND TOTAL:** $1,076.95

**BALANCE DUE:** $1,076.95

---
## Document H – Budget

### Estimated Budget

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<td>Nametags</td>
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<td>Lanyards</td>
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<td>Heavy Cotton T-Shirt</td>
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<td>Pebble Grain 5x7 Padfolio</td>
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<td>Lunch</td>
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### Actual Costs

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Ohio Student Government Summit Planning

Document I – Executive Order Establishing Conference Committee

PRESIDENTIAL EXECUTIVE ORDER

EXEC ORDER # EXECUTIVE ORDER 09-15-16
DATE 10/19/15

By the virtue of authority vested in me by the constitution of the undergraduate student body of The University of Akron, it is hereby ordered as follows:

1. The Undergraduate Student Government will create, effective immediately, the OSGS Logistics Committee upon two-thirds (2/3) vote approval of the Senate as a whole.

2. This committee shall exist until otherwise terminated by Executive Order as outlined in The Undergraduate Student Government constitution.

3. The committee shall be chaired by Megan Bodenschatz with representatives from each branch: Kelly Lauck, Joshua Cox, Felicia Rosin, Kelly Unger, Aaron Baumgardner, Fouad Hayek, Kendra Taylor, Marissa Bias, Ryan Balash and Peter Obieux.

Respectfully submitted

Taylor Swift
USG President

RATIONALE FOR EXECUTIVE ORDER 09-15-16
OSGS Logistics Committee
October 19th, 2015

The Undergraduate Student Government is hosting the Ohio Student Government Summit on February 13th, 2015. We need a group of people dedicated to the logistics and planning of the conference. After asking for volunteers from each branch, this is the committee that we have formed.

Respectfully,

Taylor Swift Ricky Angeletti
President Vice President
Document J – Save the Date Postcard

SAVE THE DATE
02·13·16

OHIO STUDENT GOVERNMENT SUMMIT
10am-4:30pm

FOR MORE INFORMATION
Megan Budwechta
U10ChiefOfStaff@uakron.edu
330-972-9326

Sponsored by The University of Akron Undergraduate Student Government
Name of School,

Welcome back to a new semester! We hope the New Year finds you doing well and that your student government is off to a great start.

I would like to extend a formal invitation to the members of Name of School to attend the second annual Ohio Student Government Summit. Hosted on Saturday, February 13th from 10:00am-4:30pm by The University of Akron Undergraduate Student Government, OSGS will provide your members the opportunity to share ideas and learn about the functions of student governments across the state of Ohio.

The event will feature a keynote speaker and various breakout sessions, culminating in a round table discussion of how student governments can make a positive impact on their campus. In addition, the schools attending will have the opportunity to share the structure of their organization.

Register here no later than Friday, February 5th. The cost is $30 per person, but if you register by Sunday, January 31st your price will be discounted to $25. This covers the cost of your conference materials and lunch.

To help with planning your trip to The University of Akron, we have included a copy of the tentative schedule including breakout sessions and a list of hotels near campus that offer university discounts should you choose to travel to Akron the day before or spend the evening in Akron.

Follow the official OSGS Twitter to find event updates and to interact with attending student governments prior to the event. If you have any additional questions about this event, please feel free to reach out to me.

Thank you very much for your time and I hope to hear from you soon.
Hello, my name is __________________. I am calling on behalf of The University of Akron’s Undergraduate Student Government to encourage your student government to attend the second annual Ohio Student Government Summit. Is there someone I could talk to to discuss the details of this conference?

Details:
- Saturday, February 13th
- UA’s Student Union
- Check-in opens at 9:30 am
- Event starts at 10:00 am
- Event concludes at 4:30 pm

Why You Should Come:
- We will be showcasing each school that comes by allowing them to present on the organization of their student government.
- There will be a variety of breakout sessions to education and facilitate discussions on the many components and issues of student governments.
- The Ohio Round Table that will conclude our event allows for the student governments attending to openly discuss the problems universities are facing and how we can go about making big changes on our campuses.

The cost for this event is usually $30 per person, but if you register by Sunday, January 31st the registration fee will be discounted to $25 per person. You should have received an email from our Chief of Staff with additional details of this event and the registration link. If you have not or the email has been displaced, I would be happy to resend it to you if you could provide me with an email address.

Thank you for your time today, we hope to see you at the Ohio Student Government Summit on Saturday, February 13th.

Additional details, should they ask:
- Up to 10 people can come from each school
- Twitter handle is @OSGS_UA if they would like to interact with event attendees prior to the event
- See agenda information attached
- Cost of event covers their lunch and conference materials
<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Contact 1</th>
<th>Contact 2</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldwin Wallace University Student Senate</td>
<td>Student Government Baldwin Wallace University 322 S. Grant St. Berea, OH 44017</td>
<td>Amanda Slaght, President</td>
<td>Tari Yablee, Vice President</td>
<td>440-963-2046</td>
</tr>
<tr>
<td>Bowling Green State University Senate</td>
<td>Student Government Bowling Green University 1000 East Rollins Ave Bowling Green, OH 43403</td>
<td>Ashley Aebig, President</td>
<td>Tari Yablee, Vice President</td>
<td>419-372-2466</td>
</tr>
<tr>
<td>Cleveland State University Senate</td>
<td>Student Government Cleveland State University 1000 W. 11th Street Cleveland, OH 44115</td>
<td>Kristina E. Bailey, President</td>
<td>Sarah Smolensky, Vice President</td>
<td>216-687-5734</td>
</tr>
<tr>
<td>Ohio University Student Government</td>
<td>Student Government Ohio University 100 West Wolley Hall Columbus, OH 43210</td>
<td>Bridget V. Nighbler, President</td>
<td>Sarah Smolensky, Vice President</td>
<td>614-292-3104</td>
</tr>
<tr>
<td>Ohio State University Student Government</td>
<td>100 West Wolley Hall Columbus, OH 43210</td>
<td>Bridget V. Nighbler, President</td>
<td>Sarah Smolensky, Vice President</td>
<td>614-292-3104</td>
</tr>
<tr>
<td>Ohio State University Student Government</td>
<td>100 West Wolley Hall Columbus, OH 43210</td>
<td>Bridget V. Nighbler, President</td>
<td>Sarah Smolensky, Vice President</td>
<td>614-292-3104</td>
</tr>
<tr>
<td>Ohio State University Student Senate</td>
<td>600 N. High St Columbus, OH 43215</td>
<td>Sarah Smolensky, Vice President</td>
<td>Sarah Smolensky, Vice President</td>
<td>614-292-3104</td>
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<tr>
<td>Ohio State University Student Senate</td>
<td>600 N. High St Columbus, OH 43215</td>
<td>Sarah Smolensky, Vice President</td>
<td>Sarah Smolensky, Vice President</td>
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<tr>
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<td>614-292-3104</td>
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<tr>
<td>Ohio State University Student Senate</td>
<td>600 N. High St Columbus, OH 43215</td>
<td>Sarah Smolensky, Vice President</td>
<td>Sarah Smolensky, Vice President</td>
<td>614-292-3104</td>
</tr>
</tbody>
</table>

**Document M – School Contact Information List**
Good afternoon,

Your time to register for the Ohio Student Government Summit on Saturday, February 13th is running out!

Register here by Sunday, January 31st to receive the discounted registration cost of $25 per person. This covers the cost of your conference materials and lunch.

To help with planning your trip to The University of Akron, I have included a copy of the tentative schedule including breakout sessions and a list of hotels near campus that offer university discounts should you choose to travel to Akron the day before or spend the evening in Akron.

Follow the official OSGS Twitter to find event updates and to interact with attending student governments prior to the event. If you have any additional questions about this event, please feel free to reach out to me.
Thank you for registering to attend the 2016 Ohio Student Government Summit hosted at The University of Akron on Saturday, February 13th. In order to help us curate this event to your needs, please let us know what your expectations are by taking this brief survey.

To make your travel and stay at The University of Akron as flawless as possible, listed below are a few important event details to keep in mind leading up to the day of the event.

**Contact Information**
If you have any issues, questions, or concerns leading up to the event or on the day of the event, please feel free to contact our Chief of Staff Megan Bodenschatz at 330-936-2926 or USGChiefOfStaff@uakron.edu.

**School Introduction and Presentations**
At the conference, we want to hear from you! We have put aside time in the agenda to allow schools to present the structure of their organization and to then discuss what structure works best for the goals of student governments. If you would like to be included in this portion of the conference, please submit your 1-2 slide presentation detailing the structure of your school’s student government to Megan Bodenschatz no later than Wednesday, February 10th.

**Location and Parking Information**
OSGS will be held on the third floor of the Student Union, located at 303 Carroll St, Akron, OH 44325. Parking is complimentary for this event. We recommend parking in the Schrank Deck, located at 240 Carroll St, Akron, OH 44325. Click here for a map of campus and campus parking decks.

**Tentative Event Agenda**
9:30 am - Check-in and Registration
10:00 am - Welcome
10:15 am - School Introductions and Presentations
11:00 am - Keynote Speaker
12:00 pm - Breakout Sessions
1:00 pm - Lunch
2:00 pm - Breakout Sessions
3:00 pm - Ohio Round Table Discussion
4:30 pm - Closing

**Dress Code**
The dress code for this event is casual. We encourage you to show your school pride by wearing merchandise from your school or student government.

**Twitter**
We encourage you to follow the official OSGS Twitter to find event updates and to interact with attending student governments prior to the event.

We are looking forward to seeing you at the event!
Ohio Student Government Summit Planning

Document P – Registration Website

HOME

Registration

Amount: $30.00

*First Name:
*Last Name:
*University Name:
  Position:
*Phone Number:
*Email:
*Shirt Size: <Select>

Dietary Restrictions:
Year in School:
Major:
Emergency Contact & Phone:

To pay for this item, click the button below.

Add to Registration

For any questions regarding this event or registration, please contact Megan Bodenschatz at <mgodf0255@uakron.edu>
(Ohio\textunderscore Student\textunderscore Government)
# Document Q – Working Agenda

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<thead>
<tr>
<th>Name of Event</th>
<th>Ohio Student Government Summit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Date</strong></td>
<td>Saturday, February 13</td>
</tr>
</tbody>
</table>
| **Event Planner**   | Megan Bodenschatz, Chief of Staff  
                      Mobile: 330-936-2926  
                      Email: USGChiefOfStaff@uakron.edu |
| **Onsite Contacts** | Megan Bodenschatz  
                      Kelly Lauck  
                      Anne Bruno |
| **Event Parking**   | Parking is complimentary; Parking and Transportation Services agreed not to ticket Schrank Deck and South Deck. |
| **Meeting Location** | The University of Akron Student Union, Third Floor |
| **Meeting Rooms**   | ● Meeting Room: SU 312, Ballrooms  
                      ● Lunch: SU Ballrooms  
                      ● Breakout Sessions: SU 310, 312, 314 |
| **Food & Beverage** | University Catering |
| **Food & Beverage Contact** | Jessie Woodyard  
                      University of Akron Catering  
                      Conference Coordinator  
                      330-972-2370  
                      jeb84@uakron.edu |
| **Allergies**       | ● Alexis Tartaglia, Gluten free  
                      ● Ryan Balash, Coconut  
                      ● Zachary Goodman, Lactose Intolerant  
                      ● Michael Johnson, Dairy  
                      ● Logan Stark, Cinnamon  
                      ● William Johnson, Eggs and Nuts  
                      ● Aeisha Kangan, Vegetarian |
Saturday, February 13

8:30 AM - 9:30 AM  Members Arrive  
**Location:** Room 312  
**Tasks to be Completed:**
- Set-up registration table
- Build photobooth
- Blow up balloons
- Set out padfolios and water bottles
- Test PowerPoint
- Run Twitter Livestream
- Greeters Assigned
  - 8 people
  - 2 at each location

9:15 AM - 9:20 AM  Team Meeting  
**Location:** Room 312  
Megan will run through the expectations for the day  
Report to posts afterwards

9:30 AM - 10:00 AM  Check-In and Registration  
**Location:** Third Floor Concourse  
**Set:** Table with two chairs  
- Registration list
- Padfolios
- Name tags
- Sign board hanging above table
- Aaron Baumgardner
- Felicia Rosin  
**F&B:** Set by 9:30am in room 312
- 3 dozen assorted mini muffins
- 3 dozen donuts
- 40 assorted juices

Photobooth  
**Location:** Outside room 312  
**Set:** Table for props, pipe and drape  
- Props from SOuRCE
- Kendra Taylor
- Ryan Balash - iPad
- Kelly Unger - Camera
Twitter Livestream  
**Location:** Room 312  
**Set:** Classroom  
- Computer  
- Screen and projector  
- Clicker  
- White board  
- Kelly Lauck - iPad

10:00 AM - 10:15 AM  
**Welcome**  
**Location:** Room 312  
**Set:** Existing  
**Speaker:** Taylor Swift

10:15 AM - 11:00 AM  
**School Introductions and Presentations**  
**Location:** Room 312  
**Set:** Existing  
**Facilitator:** Taylor Swift

11:00 AM - 12:00 PM  
**Keynote Speaker**  
**Location:** Room 312  
**Set:** Existing  
**Introduction:** Felicia Rosin  
**Speaker:** Kevin Smith  

**NOTE:** Bethany Pierce will dismiss after Kevin Smith and explain that lunch in the ballrooms will follow breakout sessions.

12:00 PM - 1:00 PM  
**Hashtag 101 Breakout Session**  
**Location:** Room 310  
**Set:** Classroom  
- Computer  
- Screen and projector  
- Clicker  
- Whiteboard  
- Sign board outside door on easel  
**Facilitator:** Jessica Bixby

**OITNB:** Organization is the New Black Breakout Session  
**Location:** Room 314  
**Set:** Classroom  
- Computer
● Screen and projector
● Clicker
● Whiteboard
● Sign board outside door on easel

Facilitator: Anne Bruno

1:00 PM - 2:00 PM  Lunch

Location: Ballrooms
Set: 10 rounds of 8, tables for buffet line
● Linens provided by University Catering
● Computer
● Screen and projector

F&B: Set by 1:00pm
● Grilled Chicken Breast
● Vegetarian Lasagna
● Green Beans
● Macaroni and Cheese
● House Mixed Greens Salad
  ○ Assorted Dressings
● Rolls and Butter
● Cookies and Brownies

NOTE: Megan Bodenschatz will dismiss after lunch and explain that
the Ohio Roundtable Discussion will follow in the ballrooms.

2:00 PM - 3:00 PM  Administrators are People Too

Location: Room 310
Set: Classroom
● Computer
● Screen and projector
● Clicker
● Whiteboard
● Sign board outside door on easel

Facilitator: Dr. John Messina

It’s Conflict-cated
Location: Room 312
Set: Classroom
● Computer
● Screen and projector
● Clicker
● Whiteboard and flip chart
Ohio Student Government Summit Planning

- Sign board outside door on easel
  **Facilitator:** Dr. William Lyons

### 3:00 PM - 4:30 PM
Ohio Roundtable Discussion
  **Location:** Ballrooms
  **Set:** Existing
  - Buffet tables remain set
  - T-shirts handed out as people enter
  - Kendra Taylor
  - Ryan Balash
  **Facilitator:** Sterling Galehouse

### 4:30 PM
Closing Remarks
  **Location:** Ballrooms
  **Set:** Existing
  - Tables set outside doors
  - Thank you gifts set out
    - USG Cup w/ sticky notepad, pencil, pen, candy
  - Aaron Baumgardner
  - Kelly Unger
  **Speaker:** Megan Bodenschatz