MARKETING CLUB | Event Planning Process

Event: New Age Media Seminar

Previous Date: February 20, 2008
Location: Mendoza Room 122
Officer Lead: Madeline Nies

Description: The seminar is designed to highlight information about both sides of the media markets – the companies that use the media to gain exposure and the agencies that sell the media to them. Starcom MediaVest Group, a leading media specialist company, helps organize and host the seminar. Other speakers include top professionals from Google/YouTube and MySpace. The seminar is open to all students curious about media and advertising, and may be particularly interesting for students concentrating in Marketing, Graphic Design, FTT, Computer Science/Engineering, Computer Application Program, and MBA students.

Goal: To attract at least 100 students to the Seminar.

Planning Checklist:

- Create a Committee with 6-8 Marketing Club members to help complete the following tasks.
- Initiate SAO Online approval. http://sao.nd.edu/saonline/
- Contact potential speakers. Ask Professor Weber to initiate email correspondence.
 - o Beth Doyle, Starcom, Supervisor, <u>Beth.doyle@starcomworldwide.com</u>
 - o Carrie Sweeney, Starcom, Associate Director, Carolyn.Sweeney@starcomworldwide.com
 - o Bryce Emo, MySpace, Senior VP of Branded Sales, bemo@myspace.com
 - Mark Flaharty, Google/YouTube, Regional Sales Manager, mflaharty@youtube.com
- Arrange for Observer article about the Seminar contact the News Department
- Run an Observer ad for three days leading up to the event. Email observed@nd.edu
- Design, print and distribute posters promoting the event have up for 1 week prior to event
 - Must get SAO approval stamp on one poster before making copies
- Consider making table tents to go up in the dining halls to promote the event.
 - o Email adworks@nd.edu to design, print, and distribute these for \$100.
- Ask various departments to send mass emails to students. Send reminder email closer to event.
 - o Marketing: Sandy Palmer <u>Sandra.a.palmer.14@nd.edu</u>
 - o **Graphic Design**: Mary Kutemeier Mary.A.Kutemeier.1@nd.edu
 - o FTT: Christina Ries Christina.Ries.6@nd.edu, Jackie Wyatt wyatt.5@nd.edu
 - o Computer Science/Engineering: cse@cse.nd.edu or admissio.1@nd.edu
 - o Computer Application Program: Dana Calderbank dana.p.calderbank.1@nd.edu
 - o Marketing MBA program: Judy Miller jmille23@nd.edu
 - o St. Mary's Marketing Dept: Karen McDonald kmcdonal@saintmarys.edu
 - o Career Center: Kevin Monahan kmonahan@nd.edu or ndcps@nd.edu
- Ask other officers to give brief presentations to Marketing classes week prior to event.
- Order Pizza for during and after the event call the morning the event. 8 pizzas.
- Arrange gift baskets for the speakers as a Thank You. Consider The Shirt or coffee mugs.
- Create an agenda for the event, with bios of all speakers. Make copies for everyone.
- Create a more detailed agenda for you to follow as host/organizer.
- Coordinate clean-up after the event with officers and your committee.
- Send hand written thank you notes to speakers the day after event.

NEW AGE MEDIA SEMINAR

University of Notre Dame Wednesday, February 20th, 2008 5:00-7:00pm, 122 Mendoza College of Business

Presented by the Marketing Club

5:00-5:05	Introduction: Madeline Nies, Marketing Club VP
5:05-5:35	Media Planning for the New Age: Starcom MediaVest Carrie Sweeney, Associate Director Beth Doyle, Media Supervisor
5:35-6:05	Broadcast Yourself ™: The Power of YouTube and Google Mark Flaharty, Director of Sales for Midwest
6:00-6:15	Pizza Break
6:15-6:40	A Place for Friends ™ (and Brands): MySpace Bryce Emo, Senior Vice President of Branded Sales
6:40-7:00	Q&A session

Notes: