

Event: *Meet-N-Greet*
Previous Date: September 9, 2008 (the night before the Career Fair)
Location: Mendoza Room 122
Officer Lead: Valerie Popelka

Description: This event is designed to give club members and Marketing majors some extra face time with employers before the Fall Career Fair. Each employer is given about 5 minutes to present information about the position and a nugget or two about the company. It is a laid-back setting, so everyone is encouraged to wear jeans. Also, with 8 companies on the agenda, we ask employers to keep the presentation piece short (3-4 slides) and for students to ask questions after the presentations. There is an open reception after the presentations for students and employers to interact.

Goal: To have more bodies than chairs in the room.

Contacts:

Work with Kevin Monahan in the Career Center (kmonahan@nd.edu) to book employers. All employers that came in 2008 expressed an interest to come back for the 2009 Meet-N-Greet.

2008 Company Contacts:

JNJ Vistakon

Katy Mulvehill

KMulvehi@its.jnj.com

-and-

Matt Wopperer

MWoppere@its.jnj.com

-and-

Joe Matton

JMatton1@its.jnj.com

Whirlpool

Rachel Wiemken

Rachel_C_Wiemken@Whirlpool.com

-and for emails please cc-

Lindsay Buckingham

Lindsay_M_Buckingham@Whirlpool.com

P&G

Brooke Lais

lais.be@pg.com

Nestle

Chip Marks

Chip.Marks@us.nestle.com

AT&T Mobility

Jessica Taylor

JT9103@att.com

Abercrombie & Fitch

Joshua Secrest

Joshua_Secrest@abercrombie.com

General Mills

Kindra Wray

Kindra.Wray@genmills.com

Planning Checklist:

- Contact employers (Kevin Monahan can help with this) inviting them to participate. Once employers are committed, continue contact informing them of event details and to get presentations.
 - a. When contacting employers, do it individually by company. This makes it more personal.
 - b. Stress the fact that the presentations are very short (5 min)
 - c. Ask employers for PowerPoint slides—do this a couple weeks before the event. Give employers a deadline and try to get all of them by the Friday before the event. If you don't receive all the presentations before the deadline, then contact employers again to politely remind them.
 - d. Ask employers to sign contracts and fax them to SAO (we need this done in order for SAO to approve our event)
 - e. Send the night's program beforehand to all employers and inform them where they are in the lineup.
 - f. Ask employers to arrive 10 to 15 minutes early.
- Book the room with Prof. Weber. Also try to get the atrium, for the reception, but if that's not available, you can have the reception in the hallway outside the room (it worked for us in 2008).
- Initiate SAO Online approval. <http://sao.nd.edu/saonline/>
- Publicize the event to club members and Marketing majors
 - a. Make announcements in Marketing classes (it helps to have a committee)
 - b. Send emails to the Marketing Club listserv
 - c. Send Sandy Palmer (spalmer@nd.edu) an email publicizing the event and ask her to forward it to all Marketing Majors. Do this a few times.
- Create a program and speaker lineup
 - a. Print several copies of it the day of the event for distribution to attendees
- Order the pizza the night before. Have tables.
- Make someone bring a case of water to the event.
- Bring nametags and pens to the event.
- Have all officers be at the event 30 minutes early to help set up and welcome speakers. With representatives from 8 companies, we need officers to "entertain" before things get started.
- Have all presentations loaded on the computer and ready to go before the event.
- After the event, stick around until everyone has left. Not a lot of clean-up to do, but make officers check-out with you before leaving to make sure everything is taken care of.