Senior Week Team Members

Senior Week (SW) is a six day long program in May that culminates the Fairfield experience for the Class of 2015. The week allows students to attend a number of different events with their classmates and friends, while also connecting with faculty, staff and finally their families, prior to graduation.

There are 7 events during the week:

- **Monday** is Senior Soiree where faculty and staff members of the University community and the seniors gather for a social event to reminisce about their times at Fairfield. The Manor Yearbook is also dedicated to an inspirational campus community member at this event.

- **Tuesday** is the Senior Service and Stag Night.
  - Senior Service takes place off campus for the first 100 students that want to take participate in one more service experience.
  - Stag Night is a social event that features live music and dancing!

- **Wednesday** is Commencement Ball.
  - Commencement Ball is for the seniors, their dates and friends to go off campus for a nice meal and a night of dancing!

- **Thursday** is the Picnic. This is a fun afternoon for everyone! The seniors and the Senior Week team members go off campus for a day of fun in the sun including a pool, water sports, games, and lots of food!

- **Friday** is a reception and Hypnotist show on campus!

- **Saturday** is Family Dance. This event happens in the Barone Campus Center! Families come for a night of entertainment, dancing, and hors d’oeuvres!

Responsibilities

The Role as a Team Member:
SW Team Members are essential to the success of Senior Week. This group of about 25 members plays a large role in the preparation and cleanup of events during the week, and assisting in the fluidity of the week's events. The team uses their creativity to ensure that the vision for the week comes to a reality while working closely with the other team members and 20 Senior Week Chairs and 2 Senior Week Strategists. They will have a lot of fun working during these events and engaging with Fairfield University's seniors and their families.

During the week Team Members could be assisting with any of these things:

- **Set Designer:** The majority of decorations for our on-campus events are created by the Senior Week Team. Supplies will be provided and in collaboration with other team members and under the support of your chairs, team members will transform our on campus spaces into the desired theme!

- **Ticket and Registration:** This role asks Team Members to assist with on-site ticket sales at events, taking tickets at the door, distributing drink tickets.

- **Security/Greeter:** This role asks Team Members to acting as security or greeters for events.

- **Setup/Cleanup:** This role asks Team Members to assist in the set-up of the spaces as well as cleaning up after they are completed. All decorations need to be removed immediately after the conclusion of the event to ensure that the space is clear to start setting up for the next day’s event.
• **Maintenance of Space:** This role asks Team Members to constantly be aware of how the space looks and ensuring that it is kept clean. This could be: picking up empty cups, plates, working with custodians to empty the trash, identify spills, etc.

• **Beverage Needs:** The Beverage Needs team is made up of about 8 Senior Week Team Members who will serve both alcoholic (beer and wine) and nonalcoholic beverages during on campus Senior Week events. You will work with the Beverage Needs Chairs to create a safe and efficient beverage area. After receiving training you and your beverage team members will be responsible for overseeing other team members that are working at your bar.
  a. You must have a desire to work behind the bar, serving alcoholic and non-alcoholic beverages.
  b. You must be able to lift at least 60 pounds (a keg).
  c. You must be available to take part in a four hour Training for Intervention Procedures (TIPS) on Saturday, March 28th from 9 am – 1 pm.

**Important Dates/Notes:**

• **Commitment:** The Senior Week Team Member position is a two month volunteer leadership experience, which begins March 27, 2015 and goes till May 18, 2015.

• **Meetings for Spring 2015:** You will meet with the Senior Week Chairs four times in preparation for the week. These meetings will allow you to bond with the Senior Week Chair team, prep you on the schedule of the week, what to expect and what your responsibilities will be.
  a. Wednesday, April 15 from 7:30 pm – 9:30 p.m. in McGrath Commons (Campus Ministry)
  b. Wednesday, April 22 from 7:30 pm – 9:30 p.m. in McGrath Commons (Campus Ministry)
  c. Wednesday, April 29 from 7:30 pm – 9:30 p.m. in McGrath Commons (Campus Ministry)
  d. Wednesday, May 6 from 7:30 pm – 9:30 p.m. in McGrath Commons (Campus Ministry)

• **Senior Week Ticket Stuffing:** You will assist the Senior Week Ticket Chairs on compiling the ticket packages prior to ticket pick up dates. *Dates/locations subject to change
  a. Week of or before, Monday, April 20th at TBD

• **Senior Week Ticket Sales:** You will assist the Senior Week Ticket Chairs with on-campus ticket sales and package pick up in the Oak Room on these days: *Dates/locations subject to change
  a. Tuesday, April 21 from 8 a.m. – 5 p.m.
  b. Wednesday, April 22 from 8 a.m. – 5 p.m.
  c. Thursday, April 23 from 8 a.m. – 8 p.m.
  d. Friday, April 24 from 8 a.m. – 1 p.m.

• **Senior Week:** May 11th at 9 a.m. through May 18th, 2015 at 9 a.m. You are required to be dedicated to Senior Week for these seven days and free of all other on or off-campus responsibilities.
  a. You will be housed in Campion Hall for the week.
  b. You will need to go leave campus after finals and prior to the start of Senior Week (May 11th)
  c. All meals will be provided for the week.
  d. You will also be provided with official Senior Week 2015 apparel.
  e. **This is a dry week.** You are asked to refrain from all illegal activity including the consumption of alcohol from the time that you accept this position through the end of Senior Week. You will also be asked to sign Student Program & Leadership Development's Professional and Leadership Standards (PaLS) upon accepting this position. If you find yourself struggling with these standards or become involved in a situation that compromises these standards you are asked to communicate those with the Strategists as soon as possible.