

# THE ONE BAND SHOW 2015 – Logistics Coordinator Application

## Logistics Coordinator responsibilities:

- Work with Advisor and Physical Plant to plan the set-up of Robertson gym.
- Purchase supplies (nametags, wristbands, earplugs, signage, etc.).
- Compile all schedules, logistics memos, contact sheets, diagrams, etc. for the day of / days leading up to the concert.
- Meet regularly with Advisor and Chair(s). Attend and actively participate in weekly Committee meetings, which will be held on Thursdays from 5:00-6:00 pm, beginning on November 13<sup>th</sup> and continuing until two weeks after the concert.
- Complete evaluations and wrap-up meetings following the concert.
- Assist other Coordinators and Committee members with projects as needed.
- Logistics Coordinator should plan to commit approximately 5-10 hours per week (though hours will vary by week and will increase as we get closer to the concert date).

**Applications are due to Rebecca Silverblatt ([silverbr@southwestern.edu](mailto:silverbr@southwestern.edu) or in the Office of Student Activities) no later than noon on Wednesday, November 5<sup>th</sup>.** You will be notified by 4:00 pm on Wednesday, November 5<sup>th</sup> via email if you will be asked to schedule an interview. Interviews will be conducted if necessary on Thursday, November 6<sup>th</sup> or Friday, November 7<sup>th</sup>. The 2015 Logistics Coordinator will be notified via email by 6:00 pm on Friday, November 7<sup>th</sup>.

Name: \_\_\_\_\_ Classification: \_\_\_\_\_

Major(s) and Minor(s): \_\_\_\_\_

What organizations or activities do you participate in? \_\_\_\_\_  
\_\_\_\_\_

*For the following questions, use additional paper if needed:*

1. Why do you want to coordinate logistics for The One Band Show? Why do you feel you are qualified for this position?
2. What special skills do you possess that could be helpful in this position or in working on planning this concert more generally?

3. What events have you planned on- or off-campus? Describe what you thought made your event either successful or unsuccessful.
4. Please describe your leadership style. How do you interact with other leaders? How do you work with team members?
5. Describe how you stay organized, how you keep track of all of your commitments, and how you manage your time effectively.
6. If you could suggest 5 performers or bands to contact about performing at The One Band Show 2015, who would they be?
7. Are you willing and able to commit a minimum of 5-10 hours/week to planning The One Band Show?
  - ☐ Yes
  - ☐ No
8. If not selected as the Logistics Coordinator, would you still like to serve as a Committee Member-at-Large for The One Band Show?
  - ☐ Yes
  - ☐ No
9. Is there anything else you would like us to know?