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Morris Campus Union Board Committee Charge, [1960s]

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ADOPTED STRUCTURE

MORRIS CAMPUS UNION BOARD

I. Arrangements Committee.

This committee shall supervise and carry out all details (such as auditorium arrangements, stage design, ticket sales, ushering, entertainment, feeding, and housing arrangements for guests, coffee hours, receptions, etc.) at all events sponsored by or related to the Morris Campus Union Board.

Chairman should be called Program Director of MCUB and be a paid staff member, since this will be a time consuming and demanding position.

Committee should consist of at least:

- One student employed by the University for stage arrangement, lighting, etc.
- One student who is well versed in electronics, etc.
- One student janitor.
- One student from the City of Morris.
- One member of each sorority and fraternity.
- One member from the Art Department.

A. Design Sub-committee: This sub-committee made up largely of Art students will plan and supervise stage set, decorations for the gym, etc. The primary objective is to add taste and creativity to the physical arrangements for a presentation.

B. Publicity Sub-committee: This committee will be responsible for promotion and publicity for all events sponsored by or related to the MCUB. It will maintain and follow a definite promotion schedule for each program.

Sub-committee should consist of:

- Student Chairman
- Director of University Relations
- Radio Club representative
- One post office employee
- Student newspaper representative

II. Recreational, Entertainment and Programming Committee (R.E.P.)

This committee should plan weekend activities for the entire campus community for those times allotted to this committee by the Board of Governors; i.e. those weekends not designated as Homecoming, Sno Days, or other Special Events. This committee should coordinate its planning with all other campus organizations and coordinate fund-raising activities.

A. Local Resource Sub-committee: This committee will seek to use all local talent, coordinate activities with the community, and maintain good relations with all campus organizations so that their programs might be coordinated to the entire program. It will work with the Council of Chairmen and Morris students. This committee parallels the Booking Committee on a local basis.

III. Special Events Committee.

This committee shall program and assist in programming all special events on campus such as Sno Days, Homecoming, Political Emphasis Week, Arts and Letters Festival, Joint Sponsorships, etc. They shall present their proposed program to other committees and the staff who will carry out the proposed program and assume the responsibility for the details of implementation. It will be composed of mainly Circle K, Fraternity, and Sorority members.

IV. Booking Committee.

This committee has as its object the research for a variety of program talents, for the securing of contracts, and for payments of the performer.

Booking will work closely with the Office of Student Activities.

V. Critical Evaluation Committee.

This committee shall evaluate every program of the MCUB and shall report its evaluation to the Board. The MCUB will seek to improve the programming on this campus and the functioning of this Board on the basis of such evaluation.