

## **Regional Event Host**

## Summary

The College of Wooster holds regional events throughout the year with the help of Regional Ambassadors and Regional Event Hosts. While these two roles can be held by the same individual, they do not have to be. If you would like to be a Regional Event Host (either before becoming a Regional Ambassador or instead of serving as a Regional Ambassador) and help to plan, coordinate, and host events for Wooster, please sign up for this role. This role is open to alumni, parents of current and former students, and friends of the College. Examples of events you may be asked to host include I.S. Monday Happy Hours, Black & Gold Dinners, and Summer Socials.

## **Role Description**

- Work closely with the Office of Alumni & Family Engagement to plan, coordinate, promote, and host your event. You will have a point of contact in the office (see below) who you can reach out to for help.
- Suggest dates, times, venues, themes, guest list/count, and menus, as applicable, for the event. The Office of Alumni & Family Engagement will work with you to plan the event; our office supports regional events whenever possible.
- Promote events among Wooster alumni and encourage alumni to attend events.

## Volunteer Term

Indefinite, but no less than one year. Regional Event Hosts are asked to host at *least* one event in their area over the course of their service year.

Staff Support Makayla Smith Assistant Director of Regional and Multicultural Engagement masmith@wooster.edu