

Frontier Fiesta Association

FY2017 One Time Requests

The Frontier Fiesta Association's (FFA) One Time Requests for FY 2017 are as follows:

1. **\$117,704.00 for Operations Expenses**
2. **\$71,319.00 for Security and Safety**
3. **\$50,286.00 for Parking Lot Rental**
4. **\$36,040.00 Fiesta City Attractions**

FFA contends that these requests are critical to the immediate execution of the event and long term growth of the organization. Each request will serve as an instrumental component of the event's continued success. FFA deems each request as necessary in order to ensure sufficient operational supply and attractions for a quality event.

FY 2017 One Time Request #1 –Operations Expenses

FFA is requesting \$117,704.00 in order to have the foundational infrastructure for activities at Frontier Fiesta 2017 in lots 20A and 20C across from the Campus Recreation and Wellness Center. The below amounts reflect 2016 charges. The 2017 event will require the same amount of tents, stages, AV, power, and other vendor equipment as 2016 to provide the same level of involvement from campus and the community. In addition, FFA intends to expand upon programming opportunities (including, talent shows, artistic showcases, musical performances, etc.) for organizations, sponsors, and other entities in order to grow attendee inclusivity. The continued implementation of the listed activities are attainable through the funding of stages, power, and other infrastructure necessary to safely host attendees.

The past success of Frontier Fiesta has been dependent on the construction and execution of events such as variety shows, cook-off, carnival booths, as well as various other tents and locations that require operational funding. Currently, FFA does not have the funds necessary to cover these expenses to construct the physical three (3) day event. In addition, FFA's aspirations and ideas for an inclusive festival that equips participating entities (new carnival booths, Willie's Theater performances, etc.) with necessary power, staging, seating, and coverage continue to grow. However, it is not currently monetarily feasible to execute all of these event components. With assistance from SFAC, Frontier Fiesta will be able to present to the Houston community as a well-designed and safely constructed festival.

The breakdown for Operations Expenses is as follows:

Tent Cost -	\$29,134.00
Port-o-Potties -	\$6,541.00
Stages (Variety Show, Concert, etc.) -	\$6,780.00
Power -	\$20,355.00
Fencing -	\$17,287.00
Miscellaneous Vendor Cost (Tables, Chairs, Labor, etc.) -	\$30,944.00
UH Administration Fee (6%) -	\$6,662.00
<hr/> Subtotal -	<hr/> \$117,703.00

FY 2017 One Time Request #2 – Security and Safety

Frontier Fiesta is requesting \$71,319.00 to be used for security and safety fees in order to provide a comprehensive protection for all attendees at a large campus event. Having almost doubled in size since

2013, Frontier Fiesta has become a large attraction for incoming and current students, as well as alumni and the surrounding Houston community. This increase in size has resulted in a need for more resources to ensure the safety and wellbeing of all festival goers through provision of safety and security services. Through assistance from SFAC, the event will be able to contract all necessary security measures for a 30,000 person event and maintain order and ensure that University policies are upheld at the event. Specifically, FFA would like to request funds for EMT and security professionals to provide a safe environment for all participants and attendees of the event. Funds for EMT services are essential for ensuring a quick response time to emergency situations at a large event. Alongside event oversight for March 23rd-25th, FFA would like to request security funds to help protect property during the build week of Frontier Fiesta, including power tools and building materials. FFA would like to have available funds for security during March 11th-22nd in order to properly monitor all property belonging to Frontier Fiesta, external vendors, and participating student organizations. The below amounts reflect 2016 costs.

The breakdown for Safety and Security costs is as follows:

Department of Public Safety (Police, Security Officer, etc.) –	\$60,168.00
Fire Marshalls -	\$2,524.00
EMT Service -	\$4,590.00
UH Administration Fee (6%)	\$4,037.00
<hr/> Subtotal -	<hr/> \$71,319.00

FY 2017 One Time Request #3 –Parking Lot Rental

FFA is requesting \$60,886.00 for the Transportation and Parking Advisory Committee (TPAC) in order to cover the fee charged to Frontier Fiesta to rent parking lots 20A and 20C for the event. Last year, Frontier Fiesta was charged \$60,300 in order to rent the parking lots adjacent to TDECU Stadium. This price was determined through a system that charges \$5 per parking spot (a discounted price from the regular \$10 per day cost) in order to rent the parking lot for three days of Frontier Fiesta and also the two weeks required for the building and tearing down of the event. Funds for lots 20A and 20C will allow Frontier Fiesta to be located in a high traffic area of the University of Houston and will raise awareness and excitement for the event throughout the prior weeks while students and the UH community arrive to campus from Spur 5. Furthermore, these funds enable FFA to host a confined event March 23th-25th.

The breakdown for TPAC parking lot rental costs is as follows:

Parking Lot Fee Charged by TPAC –	\$40,000.00
LED Street Signs –	\$5,940.00
TPAC Lot Signage –	\$500.00
Parking Lot Hole Filling -	\$1,000.00
UH Administration fee –	\$2,846.00
<hr/> Subtotal –	<hr/> \$50,286.00

FY 2017 One Time Request #4 – Fiesta City Attractions

FFA is requesting \$36,040.00 for the contracting of highly anticipated carnival rides and attractions such as photo novelties, laser tag arenas, petting zoo, etc. for three (3) complete days throughout Fiesta City and Family Fun Day programming to take place the Saturday of Frontier Fiesta. Carnival rides have proven to be a popular draw for attendees and have also become a highly anticipated aspect of the event

that FFA would like to incorporate as a tradition. Past surveys have shown that almost half of student respondents hope to see carnival rides in future Frontier Fiesta events. With assistance from SFAC, Frontier Fiesta hopes to create a marketable festival with attractions that diversify attendees' experiences and appeal to a wider audience of UH students and alumni. FFA has also received positive verbal feedback from families and alumni for including kid-friendly activities at the event. Last year, carnival rides, photo novelties, and more carnival-style activities filled Fiesta City with enthusiastic attendees. By bringing more activities such as rides and carnival booths that improve the festival's experience, Frontier Fiesta hopes to create an event that promotes the University of Houston to the Houston community. FFA intends to implement a method of charging for rides by distributing daily and three (3) day wristbands at a low cost in order to assist with cost recovery.

The breakdown for said funds is as follows:

Ferris wheel	\$10,000.00
Chair swing	\$10,000.00
Family Fun Day (Petting zoo, face paint, trackless train, etc.)	\$10,000.00
Photo Novelties -	\$4,000.00
UH Administrative Fee (6%)	\$2,040.00
<u>Subtotal --</u>	<u>\$36,040.00</u>

The Frontier Fiesta Association would greatly appreciate the following requests in order to continue to host a quality event, as well as impact more of the University of Houston community. This long lasting tradition has year in and year out proven to be an aspect of the University that students and alumni alike are able to connect with the traditions of the University and create timeless memories. Our mission is to provide a unique Cougar experience for the entirety of the University of Houston family and Houston community, and the following funds will help the Frontier Fiesta Association to do so.

FY17 One Time Request #1 –Operation Expenses	\$117,703.00
FY17 One Time Request #2 – Security	\$71,319.00
FY17 One Time Request #3 – Parking Lot Rental	\$50,286.00
FY17 One Time Request #4 – Fiesta City Attractions	\$36,040.00
<u>Subtotal -</u>	<u>\$275,348.00</u>

Thank you from the Frontier Fiesta Association for considering the above requests.

Frontier Fiesta Association

FY2018 Base Augmentation

The Frontier Fiesta Association's (FFA) Base Augmentation Requests for FY 2018 are as follows:

- 1. \$117,704.00 for Operations Expenses**
- 2. \$71,319.00 for Security and Safety**
- 3. \$50,286.00 for Parking Lot Rental**
- 4. \$36,040.00 Fiesta City Attractions**

FFA contends that these requests are critical to the immediate execution of the event and long term growth of the organization. Each request will serve as an instrumental component of the event's continued success. FFA deems each request as necessary in order to ensure sufficient operational supply and attractions for a quality event.

FY 2018 Base Augmentation Request #1 –Operations Expenses

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The past success of Frontier Fiesta has been dependent on the construction and execution of events such as variety shows, cook-off, carnival booths, as well as various other tents and locations that require operational funding. Currently, FFA does not have the funds necessary to cover these expenses to construct the physical three (3) day event. In addition, FFA's aspirations and ideas for an inclusive festival that equips participating entities (new carnival booths, Willie's Theater performances, etc.) with necessary power, staging, seating, and coverage continue to grow. However, it is not currently monetarily feasible to execute all of these ideas. With assistance from SFAC, Frontier Fiesta will be able to present to the Houston community as a well-designed and safely constructed festival.

The breakdown for Operations Expenses is as follows:

Tent Cost -	\$29,134.00
Port-o-Potties -	\$6,541.00
Stages (Variety Show, Concert, etc.) -	\$6,780.00
Power -	\$20,355.00
Miscellaneous Vendor Cost (Fencing, tables, chairs, labor, etc.) -	\$48,231.00
UH Administration Fee (6%) -	\$6,662.00
<hr/> Subtotal -	<hr/> \$117,703.00

FY 2018 Base Augmentation Request #2 – Security and Safety

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and the surrounding Houston community. This increase in size has resulted in a need for more resources to ensure the safety and wellbeing of all festival goers through provision of safety and security services. Through assistance from SFAC, the event will be able to contract all necessary security measures for a 30,000 person event and maintain order and ensure that University policies are upheld at the event. Specifically, FFA would like to request funds for EMT and security professionals to provide a safe environment for all participants and attendees of the event. Funds for EMT services are essential for ensuring a quick response time to emergency situations at a large event. Alongside event oversight for March 23rd-25th, FFA would like to request security funds to help protect property during the build week of Frontier Fiesta, including power tools and building materials. FFA would like to have available funds for security during March 11th-22nd in order to properly monitor all property belonging to Frontier Fiesta, external vendors, and participating student organizations. The below amounts reflect 2016 costs.

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EMT Service -	\$4,590.00
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Subtotal -	\$275,348.00

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SFAC Questionnaire Appendix Documents

Frontier Fiesta Association

FY18

1. Sample transition document
2. 2016 Frontier Fiesta Survey

Frontier Fiesta 2017

Director	Task	Due Date	Completion Status	
Operations	Create rough draft of Site Map	13-May		
	Create communication plan to keep in touch with mentors	11-Jul		
	Update Summer/Fall warehouse schedule for board	1-Aug		
	Create warehouse project list and timeline	1-Aug		
	Create risk management matrix for build and warehouse	12-Aug		
	Update warehouse inventory list	19-Aug		
	Schedule and reserve room for OSHA training	19-Aug		
	Make applicable updates to Red Book	19-Aug		
	Post Red Book to website	19-Aug		
	Finalize TPAC powerpoint & presentation	1-Sep		
	Confirm OSHA Presenter	1-Sep		
	Finalize Site Map	1-Oct		
	Update/Finalize excel spreadsheet to for bidding	1-Oct		
	Create decoration list for every front on site	1-Nov		
	Generate list of items to purchase (include paint and decorations)	1-Nov		
	Update or create new hard hat sign out process (as info sheet)	30-Nov		
	Create Variety Show sign in process for build week	30-Nov		
	Create build week schedule (including tear down)	30-Nov		
	Confirm Spring warehouse schedule for board	30-Nov		
	Create volunteer schedule for build week (and tear down) with Vice Chair	1-Dec		
	Add Variety Show and Carnival Booth names to map	30-Jan		
	Inform Variety Show groups of stage placement (so they build entrance to front accordingly)	30-Jan		
	Create version of map for on-site navigation and Gazette	30-Jan		
Meet with Variety Show Build Chair & Fiesta Chair (along with Director of Productions) - Be sure to re	30-Jan			
Collect all necessary paperwork for build from Variety Show groups (plans, waivers, etc)	30-Jan			
Create a GroupMe for Variety Show Build Chairs	30-Jan			
Meet with Variety Show groups to review final expectations before build week	24-Feb			
Schedule walk through of site with Fire Marshal (Variety Show Build Chairs must attend)	24-Feb			
Oversee all aspects of build week, Fiesta weekend, and tear down	26-Mar			
Update transition doc, task tracker, etc.	21-Apr			
Create draft of Fiesta Site map for next year	30-Apr			
Special Events	Create communication plan to keep in touch with mentors	11-Jul		
	Plan Cat's Back activity & submit program proposal & risk management matrix	15-Jul		
	Submit program proposal for Family Fun Day activities & risk management matrix	22-Jul		
	Work with Operations to ensure all items fit in site map	22-Jul		
	Update scholarship applications	1-Aug		
	Confirm scholarship due date	1-Aug		
	Place scholarship application on website	1-Aug		
	Do outreach for scholarship applications for incoming Freshman	5-Aug		

	Market scholarship applications for undergrads (w/Marketing Director)	12-Aug
	Meet with Homecoming to discuss Homecoming Fiesta	12-Aug
	Submit program proposal for Homecoming Fiesta & risk management matrix	19-Aug
	Contract vendors for Homecoming Fiesta	1-Sep
	Confirm Cougar Cookers involvement with Homecoming Fiesta	9-Sep
	Confirm student organizations to participate in Homecoming Fiesta	30-Sep
	Complete layout and timeline for Homecoming Fiesta	3-Oct
	Plan Spring Cat's Back activity & submit program proposal & risk management matrix	3-Oct
	Work with Patty Godfrey to collaborate on 5K	7-Oct
	Reserve space for 5K	7-Oct
	Complete contracts with vendors for Family Fun Day	14-Oct
	Work with Marketing to promote Family Fun Day	21-Oct
	Identify judges for scholarships	31-Oct
	Update judging rubric for scholarships (if needed)	4-Nov
	Create schedule for load-in/load-out for Family Fun Day	11-Nov
	Identify parking area for Family Fun Day vendors	18-Nov
	Select scholarship winners	30-Jan
	Invite scholarship winners to Chairman's reception	1-Feb
	Print large checks to be presents to scholarship winners at Chairman's Reception	1-Feb
	Email other scholarship applicants to thank them for applying	1-Feb
	Send written Thank You notes to judges & invite them to Chairman's reception	28-Feb
	Update transition doc, task tracker, etc.	21-Apr
	Register and begin planning for Cougar Carnival, Fall Cat's Back, etc.	30-Apr
	Productions	
	Create communication plan to keep in touch with mentors	11-Jul
	Update Red Book (include Build policies as well)	15-Jul
	Put Red Book and info sheets on website & Get Involved	22-Jul
	Confirm deadline for Variety, Talent, Step & Carnival Booth sign ups	22-Jul
	Create application for Variety, Talent, Step & Carnival Booth on Get Involved	29-Jul
	Schedule and reserve space for Talent Show and Step Show auditions	5-Aug
	Update info sheets for Variety, Talent, Step & Carnival Booths	5-Aug
	Update Liability Waiver for all participating orgs	5-Aug
	Confirm prize packs for talent comp and step show	5-Aug
	Work with Marketing to promote Variety, Talent, Step & Carnival Booth sign ups	12-Aug
	Schedule and reserve space for Variety Show rehearsals (3 rounds)	12-Aug
	Update judging rubric for Variety Show	19-Aug
	Create judging rubric for Talent Competition	19-Aug
	Create judging rubric for Step Show	19-Aug
	Reserve and schedule award presentation for variety shows after Fiesta	2-Aug
	Email/meet with Fraternities & Sororities to apply	9-Sep
	Create binder to manage all submitted paperwork for Variety Show groups	1-Oct
	Create spreadsheet to track point deductions & calculate Variety Show points	1-Oct

*Is this too early?

	Create schedule for variety shows	1-Oct
	Determine check in process for Carnival Booths	1-Oct
	Create an info sheet for Carnival Booths w/details about Fiesta Bucks, board contacts, etc	1-Nov
	Create itinerary for talent competition	1-Nov
	Create itinerary for step show	1-Nov
	Create itinerary for Variety Show Best in Show performance	1-Nov
	Ensure all orgs submit vendor setup paperwork when signed up	1-Dec
	Create a GroupMe for Variety Show Fiesta Chairs	1-Dec
	Setup consistent meetings with Variety Show Fiesta Chairs	1-Dec
	Communicate with Variety Show groups what will and will not be provided (mics, etc)	1-Dec
	Inform Variety Show groups about collecting Fiesta Bucks to confirm show attendance	1-Dec
	Return edited scripts to Variety Show groups within 3 days of being submitted	20-Jan
	Approve music, costumes, etc for Variety Show groups	20-Jan
	Confirm judges for Variety, Talent, & Step Shows	30-Jan
	Confirm emcees for Talent Show and Step Show	30-Jan
	Create GroupMe's for judges	30-Jan
	Schedule info meeting for judges to review timeline and expectations	30-Jan
	Purchase trophies for Variety, Talent, & Step Shows	30-Jan
	Write scripts for Talent Show & Step Show	1-Feb
	Prepare outline and script for awards presentation	1-Feb
	Send judging forms to judges	1-Feb
	Communicate itineraries to Variety, Talent, & Step Shows acts and judges	1-Feb
	Create judging clipboards/packets for Variety, Talent, & Step Show judges	10-Feb
	Create and communicate clipboard pickup and drop-off process to judges	10-Feb
	Write Thank You notes to judges for participating (Deliver after event)	1-Mar
	Hang curtains for Variety Shows	20-Mar
	Distribute bank bags for each Variety Show & Carnival Booth	23-Mar
	Help to count Fiesta Bucks for Carnival Booths & Variety Shows	28-Mar
	Finalize show scores for Awards Presentation	30-Mar
	Host Awards Presentation	31-Mar
	Update transition doc, task tracker, etc.	21-Apr
	Performances	
	Submit concert proposal for Keith Kowalka for Fiesta Concert	23-May
	Create communication plan to keep in touch with mentors	11-Jul
	Submit program proposal and sample budget for all attractions to be contracted	15-Jul
	Determine power needs & spacing requirements for all attractions	22-Jul
	Work with Operations to ensure all items fit in site map	22-Jul
	Confirm location, tent needs, power, etc for programming in Fiesta City	22-Jul
	Create online application for performers	1-Aug
	Identify application due date for performers	1-Aug
	Schedule and reserve space for auditions for student performers	1-Aug
	Identify performer to contract for concert	5-Aug

	Identify new student programming opportunities within Fiesta City	5-Aug
	Advertise on campus for student performers (with Marketing Director)	12-Aug
	Work with advisor and middle agent to execute contract for large performer	12-Aug
	Work with Marketing to promote concerts	1-Sep
	Complete contracts for carnival rides	30-Sep
	Complete contracts for inflatables	30-Sep
	Complete contracts for novelty vendors (photo booths, etc)	30-Sep
	Complete schedule for Willie's Theater	1-Oct
	Select and schedule student performers for Main Stage	1-Oct
	Complete schedule for Main Stage	1-Oct
	Complete contracts for performers for Willie's Theater (if needed)	12-Oct
	Complete contracts for student performers for Main Stage (if needed)	12-Oct
	Send written Thank You notes to applicable parties	1-Apr
	Update transition doc, task tracker, etc.	21-Apr
Development	Update sponsorship packet	20-May
	Schedule due date for sponsors to submit requests	20-May
	Create Press Kit	20-May
	Create and order lapel pins for FF Committeemen	1-Jun
	Update list of sponsors for outreach	1-Jun
	Create/update plan for outreach to sponsors	1-Jun
	Create letter to potential sponsors to mail with packet	8-Jun
	Start outreach to companies to request sponsorship	8-Jun
	Create script for calling potential sponsors	8-Jun
	Mail sponsorship packet to potential sponsors	10-Jun
	Identify apparel options for Committeemen to sell as a fundraiser	1-Jul
	Create communication plan to keep in touch with mentors	11-Jul
	Work with mentors to identify fundraising options for Fiesta	11-Jul
	Create plan to sell apparel to Committeemen	11-Jul
	Create plan to solicit donations for silent auction items	11-Jul
	Send follow-up emails and call potential sponsors to make sure they received packet	11-Jul
	Update pledge card & request allocation ID from Advancement for Committeemen Letters	15-Jul
	Create 3 letters to send to FF Committeemen and alumni	15-Jul
	Send Committeemen Letter #1	22-Jul
	Update Mr & Miss Fiesta application on Get Involved	22-Jul
	Send emails and call Committeemen and alumni to make sure letter received	1-Aug
	Confirm application dates for Mr & Miss Fiesta candidates	1-Aug
	Confirm dates for fundraising for Mr & Miss Fiesta candidates	1-Aug
	Update donation website	1-Aug
	Work with Marketing to advertise Mr & Miss Fiesta applications	12-Aug
	Determine parking area for sponsors on site	1-Sep
	Confirm with Ops Director location for confirmed Sponsors on site	1-Sep

	Send Committeemen Letter #2	1-Nov
	Send emails and call Committeemen and alumni to make sure letter received	7-Nov
	Confirm check in process for FF Committeemen on site at Fiesta	20-Jan
	Send Committeemen Letter #3	30-Jan
	Communicate check in process to Committeemen	30-Jan
	Send emails and call Committeemen and alumni to make sure letter received	7-Feb
	Communicate parking and load in info to sponsors	15-Feb
	Write Thank You notes to send to all sponsors and donors	28-Feb
	Update Sponsorship Packet for 2017 (if needed)	1-Apr
	Update FF Committeemen list with new honoraries, updated contact info, etc.	1-Apr
	Send out letter to potential sponsors to ask for 2017	15-Apr
	Update transition doc, task tracker, etc.	21-Apr
	Update Development Plan and Press Kit for next year	30-Apr
Marketing		
	Create 2017 Save the Date & Info Sheet	1-Jun
	Generate marketing for Assistant Director applications	1-Jun
	Research and purchase promotional items	15-Jun
	Create and purchase t-shirts for Cat's Back & Homecoming Fiesta	1-Jul
	Create communication plan to keep in touch with mentors	11-Jul
	Create plan to distribute Save the Date & AD marketing	11-Jul
	Schedule and reserve space for tabling throughout the year to advertise Fiesta	11-Jul
	Maintain social media account with updates from all Directors as needed	Ongoing
	Brainstorm ways to increase social media followers	15-Jul
	Update spreadsheet for external marketing contacts to promote Fiesta	1-Aug
	Create plan for outreach to external marketing outlets	1-Aug
	Assist Operations in decoration/design of fronts	1-Aug
	Work with Performances to market student performer applications	12-Aug
	Generate & distribute marketing for Homecoming Fiesta	12-Aug
	Work with Development to market Mr. & Miss Fiesta	12-Aug
	Work with Productions to market Carnival Booths, Variety Show, Talent Comp & Step	12-Aug
	Execute ideas to increase social media followers	18-Aug
	Market Fiesta survey on social media (if needed)	20-Aug
	Create social media plan for Spring semester	1-Oct
	Create plan for marketing event, Family Fun Day, and concert on campus	1-Oct
	Generate event marketing	1-Oct
	Generate Family Fun Day marketing	1-Oct
	Generate concert marketing	1-Nov
	Create design for event t-shirt	1-Nov
	Distribute event, concert, & Family Fun Day marketing	1-Dec
	Work with board to create content for Gazette	1-Dec
	Create/update directional & informational event signage	20-Jan
	Confirm photographers/videographers for build week and event	30-Jan

	Submit info to The Cougar for the Gazette	1-Feb
	Review and finalize the Gazette	12-Feb
	Create social media posts for sponsors as needed before, during and after event	12-Feb
	Order event t-shirts	15-Feb
	Send out written Thank You notes as needed	1-Apr
	Update transition doc, task tracker, etc.	21-Apr
	Update marketing materials (logo, one-sheet, press kit, etc.) for next year	30-Apr
Vice-Chair	Work with Chair to plan Summer Retreat	1-May
	Reserve housing for Summer Retreat	10-May
	Schedule & reserve space for Fiesta board meetings	1-Jun
	Create and purchase t-shirts for Assistant Directors and event volunteers	1-Jun
	Create communication plan to keep in touch with mentors	1-Jun
	Review feedback from last year's student & staff volunteers	1-Jun
	Work with Chair on SFAC questionnaire and presentation	1-Jul
	Confirm Assistant Director positions with board	1-Aug
	Update Assistant Director application on Get Involved	10-Aug
	Work with Marketing to advertise AD applications	10-Aug
	Create/update training program for ADs	20-Aug
	Update website	Ongoing
	Meet one on one with all board members weekly	Ongoing
	Help keep board on track with tasks and projects	Ongoing
	Schedule & reserve space for volunteer trainings	1-Oct
	Create training program for volunteers (Students & Staff)	1-Oct
	Create event guide for volunteers to be able to refer to on site	1-Nov
	Work with Chair to plan Winter Retreat	1-Dec
	Confirm volunteer needs for Fiesta (Students & Staff)	1-Dec
	Update volunteer application on Get Involved (Students)	1-Dec
	Update volunteer application on GoogleDocs (Staff)	1-Dec
	Create volunteer schedule (Students & Staff)	30-Jan
	Send out schedule to volunteers (Students & Staff)	30-Jan
	Communicate volunteer training times to potential volunteers	3-Feb
	Confirm parking & check in location for volunteers	3-Feb
	Communicate parking & check in info to volunteers	3-Feb
	Create a GroupMe for volunteers (Students & Staff)	20-Mar
	Send written Thank You notes to volunteers	1-Apr
	Update transition doc, task tracker, etc.	21-Apr
Chair	Create plan and schedule for Fiesta Summer Retreat	1-May
	Order board apparel	10-May
	Create communication plan to keep in touch with mentors	1-Jun
	Write first letter to Committeemen	8-Jun

	Update pledge card & request allocation ID from Advancement for Committeemen Letters	8-Jun
	Mail first letter to committeemen	15-Jun
	Send emails and call Committeemen and alumni to make sure letter received	22-Jun
	Work with Vice-Chair on SFAC questionnaire and presentation	1-Jul
	Meet one on one with all board members weekly	Ongoing
	Help keep board on track with tasks and projects	Ongoing
	Help ensure board is meeting with mentors	Ongoing
	Update and send out survey for Frontier Fiesta (if needed)	1-Aug
	Work with Marketing to encourage students to take survey (if needed)	1-Sep
	Create plan and schedule for Fiesta Winter Retreat	1-Dec
	Create plan for Jail	1-Dec
	Create list and schedule for individuals to be jailed	1-Dec
	Send jail list to Alumni for feedback	8-Dec
	Send final jail list to SGA for them to communicate with "wanted" individuals	20-Jan
	Write letter to send to campus to introduce event	20-Jan
	Write Chairman's letter for Gazette	20-Jan
	Create script for Chairman's Reception	30-Jan
	Create script for Bake Off Awards	1-Feb
	Work with advisor to coordinate collaborations with campus partners (Alumni, etc)	Ongoing
	Write Thank You notes to applicable individuals	1-Apr
	Update transition doc, task tracker, etc.	21-Apr

Frontier Fiesta Artist Survey

Description: This survey will be to poll students on Frontier Fiesta and what artist they would like to see at the event. It is a similar survey to one we did last year, however, we have made some changes.

Date Created: 9/17/2015 4:17:18 PM

Date Range: 9/21/2015 12:00:00 AM - 1/1/2016 11:59:00 PM

Total Respondents: 1258

Q1. What is your Peoplesoft ID:

Count	Percent
-------	---------

1258	100.00%
------	---------

1258 Respondents

Q2. Have you heard of or been to Frontier Fiesta before?

Count	Percent
-------	---------

61	4.85%
----	-------

I have not heard of Frontier Fiesta.

457	36.33%
-----	--------

I have heard of Frontier Fiesta, but I haven't been before.

740	58.82%
-----	--------

I have heard of Frontier Fiesta, and I have been to the event before.

1258 Respondents

Q3. Do you plan on attending Frontier Fiesta in 2016?

Count	Percent
-------	---------

1166	98.07%
------	--------

Yes

23	1.93%
----	-------

No (Please explain why not)

1189 Respondents

Q4. What did you like about past Frontier Fiesta events?

Count	Respondent %	Response %
-------	--------------	------------

310	44.29%
-----	--------

17.75%

Carnival Booths

225	32.14%
-----	--------

12.89%

Variety Shows

238	34.00%
-----	--------

13.63%

Cook-off

216	30.86%
-----	--------

12.37%

Student Performers

594	84.86%
-----	--------

34.02%

Concerts

142	20.29%
-----	--------

8.13%

Inflatables

21	3.00%
----	-------

1.20%

Other:

700 Respondents

1746 Responses

Q5. Why have you not been to Frontier Fiesta? Check all that apply.

Count	Respondent %	Response %
-------	--------------	------------

57	13.01%
----	--------

11.03%

I live too far away

90	20.55%
----	--------

17.41%

The dates do not work for me

31	7.08%
----	-------

6.00%

It does not appeal to me

87	19.86%
----	--------

16.83%

I do not have time

236	53.88%
-----	--------

45.65%

First year student

16	3.65%
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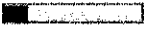
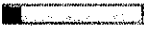
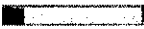
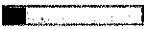
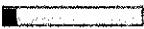
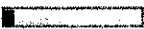
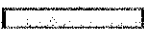
3.09%

Other:

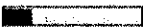
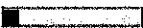
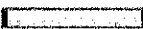

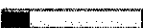
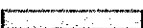
438 Respondents

517 Responses

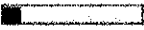
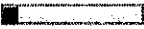
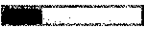
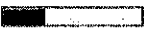
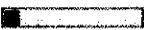
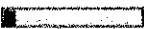
Q6. What would you like to see at Frontier Fiesta 2016? Check all that apply.

Count	Respondent %	Response %	
811	68.32%	23.01%	 Laser Tag
606	51.05%	17.19%	 Roller Rink
439	36.98%	12.45%	 Lip Sync Battle/Talent Show
519	43.72%	14.72%	 Large race car RC track
545	45.91%	15.46%	 Rodeo Style Activities
316	26.62%	8.96%	 Art Exhibit
252	21.23%	7.15%	 Silent Disco
37	3.12%	1.05%	 Other (please specify)
1187	Respondents		
3525	Responses		

Q7. How would you like to be notified about future Frontier Fiesta events?

Count	Percent	
248	20.79%	 Posters on campus
134	11.23%	 Yard signs on campus
35	2.93%	 Handbills distributed on campus
541	45.35%	 Social Media
228	19.11%	 Email
7	0.59%	 Other:
1193	Respondents	

Q8. Please select two genres that you would like to see at Frontier Fiesta 2016

Count	Respondent %	Response %	
291	24.39%	12.20%	 Indie/Alternative
249	20.87%	10.44%	 Rock
654	54.82%	27.41%	 Pop
714	59.85%	29.92%	 Rap/Hip-Hop
268	22.46%	11.23%	 Electronic
210	17.60%	8.80%	 Country
1193	Respondents		
2386	Responses		