Open House Manual
Information
Updated for 2008
As the Open House (OH) chair, the easiest way to accomplish a great event is to have great help. You will need the following committee heads:

<table>
<thead>
<tr>
<th>Committee</th>
<th>2006</th>
<th>2007</th>
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</thead>
<tbody>
<tr>
<td>Project</td>
<td>Brian Ast 2006</td>
<td>Brian Ast 2007</td>
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<tr>
<td>Tours</td>
<td>Amanda Maish 2006</td>
<td>Jeremy Brown 2007</td>
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<tr>
<td>Picnic</td>
<td>Kevin Brauning 2006</td>
<td>Russell Baldridge 2007</td>
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<td>Publicity</td>
<td>Bailey Cooper 2006 &amp; Stephanie Patrick 2007</td>
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<tr>
<td>Banquet</td>
<td>Holly Haynes 2006</td>
<td>Vennessa Maryott 2007</td>
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Aside from those committees, you should set up a schedule of mini-deadlines in order to help you have everything accomplished before the actual event.

**July-Early September:** Set a date for the event. You want to set it in late April because there are tons of things that go on in the spring and that usually give the students enough time to complete the projects. Any earlier than the 2nd week of April you will have students complaining that they did not get enough time to complete the project.

**Current - no later than November:** Send out Sponsorship letters. You can wait to send out the awards letters at a later point, but this is when you should send sponsorship letters because the businesses are usually working on their budget around this time. If you are one of the early requests, they are willing to give more money. This also gives you plenty of time in case they would like to meet with you in person or gather more information. Next year the awards/tours/sponsorship will all be available online for those who’ve been to it in the past but we haven’t reached, so send postcards to give them the website link and remind them of the event. The Awards/Sponsorship Chair should contact Brenda Gile-Laflin ASAP. She is more than willing to help you through the process and it will be less stressful if you contact her early.

**October-December:** Send a letter to the public schools in the area reminding them about OH (again postcards should work), talk about the events that are targeted to their age groups and that WSU is trying to promote Math and Science, etc. This is very early, but it will give them enough time to start thinking about field trips for the spring semester. Most schools have to plan far in advance. This also gives you time to send more information, if it is needed.

**January:** Send out Award letters to the different student organizations (they are very difficult to reach and usually don’t meet often – give them 2 mo’s in order to get a decision) as well as the professional chapters in the area. Use the contact information from all of the organization that sponsored the 2006 and 2007 OH, then see if you can get any new ones. This is always the hardest part because most of the time you have to continually bother organizations to donate. This will give ample time to have the professional chapters discuss this at their monthly meetings and allow for someone from WSU to make a presentation, if the prospective sponsors require it.

**February:** For the 2005 OH, we set up different times for anyone who was interested in participating in OH to come and get the info they need about registration, deadlines, the actual day of event, and to give them a time to ask us questions. We had two different information sessions at different times and on different days. We required every team that was going to participate to come and sign in. This helped because when we later had people say they did not know what was going on, we could refer back to that information session. This is also when we had the online registration available. May want to consider doing this again and adding some sort of event to help presenters target the audience.

**February:** In February, you need to set up a meeting with NIAR to see what labs they will have open. They are very helpful and since this is technically showcasing them as well, it lets them know what is going on. Brenda Gile-Laflin has the name of the person you will need to contact. Her name is Tracee.
March: Within the first two weeks should be your deadline for registration. (This is also dependent on when your actual event is held) We then had late registration, with a $20 late registration fee, last one more week. This deadline gives you plenty of time to get the brochure put together and checked before it heads to the printer. Change it up in 2008 with an early registration instead of a late registration (discounts for early registration on banquet tickets). At this point, if the awards chair should remember that they are also responsible for the judge’s room; this includes refreshments. Last year, we had cookies, brownies, coffee, and pop.

March: Have tickets printed for the banquet and start selling. Amy McClintock in the Dean’s office has helped us with this in years past and she has the ticket format to be used. We charged $15 for the tickets in 2006 and $20 in 2007. The Dean was willing to make up the difference if we were not able to pay the bill to the hotel at the end. Check with the Dean to see if this arrangement is still acceptable. You should have the deadline for tickets to be purchased about two weeks before the event. I would check with where you have the banquet reservation and see how far in advance they need to have your final count. Then I would make my deadline a day or two before that.

March: If you want to include the awards in the booklet, you need to set your awards deadline as the Friday before Spring Break begins. More than likely, the awards chair will have to hunt people down to get awards and this will give them time to start contacting people if you need to do that. Get an ambitious Awards Chair, they will really have to work and be persistent at contacting people.

Two Weeks Before Event: Check with University Printing to make sure, but to allow for error they need at least two weeks to complete the booklet. It’s really one full week, but two would be ideal. In the past, Amy McClintock has put this together for us and she has the price quotes and the deadlines for this. Recruit people to help set-up, run, and clean up after the banquet.

There are other deadlines that will need to be met, but they are discussed in the different sections.

Other important information to know is that the Engineering Open House email is engr.openhouse@wichita.edu password naesc. You also should get gifts for the committee chairs, Brenda, Amy (if she puts your book together), and anyone else you may come up with. I didn’t spend more than $5-$10 per person and this comes out of the EC budget.

There were issues with the above mentioned e-mail address. Brian created one with gmail. Possibly the same address just with gmail. We did manage to get in at one point. It is key to make sure whatever e-mail you are using will be functioning and checked regularly. It is best that personal e-mails are not used for correspondence by chairs so that the Open House Chair can make sure that they are getting answered.

Tips and Lessons Learned (Amanda Maish):

- OPEN HOUSE RUNS ITSELF!!!! - Relax, the COE will not let the event fail and they money WILL get covered. We worked hard in 2007 to make and regain company contacts, respect these and make them feel great about donating.

- The Awards Ceremony is the only place where flaws are obvious. Get ALL the awards together and FINALIZED before the eve of the banquet. Make sure the Awards Chair understands that THEY are responsible for talking to all of the departments and special committees/positions/projects (ie Whitman and Brenda) get ALL of their awards listed.

- Things happen, roll with it. It’s good to offload as much as possible. I had Kevin speak for the banquet ceremony so that I was available to deal with issues and not have to stress about both days. Kevin
REALLY could have used to have the slide show in advance. The slideshow in advance will be more likely to happen if everyone stays after Open House to go through the awards and set up the PowerPoint, as going through the judging slips, tallying up awards, creating the packets, and creating the slideshow is a large job for one person. Also, due to the occurrence of several last minute changes to the PowerPoint the likelihood of getting the PowerPoint ahead of time is very small. Therefore it is recommended that you find a presenter who is very flexible and able to improvise. A printout or second laptop for the presenter to look at is very valuable. (Again, the laptop would probably work better due to the multiple last minute changes that inevitably occur). We had issues with losing checks and presenters not following directions. Keep in contact with presenters (corporate and college).

- Delegating tasks off yourself so that you can insure communication between chairs is the MOST IMPORTANT thing. You can be holding an equal load as the chairs because you can not do both at once and they will collide. Management is your job, motivate your team and give them the information they need to do their job they best they can.
Project Chair Responsibilities - Brian Ast 2006/2007:

Collect Project Information
- Use Blackboard to:
  1. Post Open House Project Rules under the Assignments section (- 6 weeks)
  2. Create test for the groups to register with questions listed below and 1) do not allow multiple attempts 2) do not force completion 3) do not set timer.
  3. Post test until due date and time. After this time, download scores and save to a file “Registration”. Clear Scores. Re-post test with a description of “Late Registration” and indicate the $20 late fee (- 4 weeks, - 3 weeks)
  4. Explain that individuals with more than one project need to send information to engr.openhouse@wichita.edu

- Save “Registration” and “Late Registration” as Excel files and organize (note that some of the projects are kids activities such as SEEDS, SWE, APICS, IEEE, etc, keep these separate from class projects)
- Call the physical plant to reserve approximately 70 tables and 140 chairs dependant on the number of registered groups and need for picnic (do this early to avoid other events which may be reserving tables and chairs) (- 6 weeks +)

Announce Open House (- 6 weeks +)
- Create an announcement e-mail and send out to College of Engineering to notify of registration, deadline, and late deadline. (As soon as the registration test is posted)
- Send out e-mail to professors of design classes to notify of required visit which should cover the following: (Allow instructor to schedule class prior to registration deadline)
  1. Must come to class to announce Open House rules, requirements, blackboard registration process, deadline, late deadline, tips for good presentations and abstracts, etc.
  2. Explain this will take only a short amount of time out of class.
- Send out e-mail at the end of the first deadline with registered projects and indicate late registration test has been posted on blackboard.
- After all projects have been assigned a position for open house, send out e-mail to College of Engineering with the project title, leader, building, and room associated with each project in Excel format. (- 2 weeks)

Polished Professor Award (- 6 weeks +)
- Use Blackboard to create a test for this with the following questions
  1. What department are you in? (EE, CE, AE, ME, IE, IMfgE)
  2. What teacher are you voting for?
  3. What department is the teacher from? (EE, CE, AE, ME, IE, IMfgE)
  4. Why did you nominate this teacher?
- Announce this in class visits and in e-mail to College of Engineering.
- All students of College of Engineering can vote for this award.

Pre-Setup Information
- Room 307-309 NIAR has 15 tables and more than two chairs per table which can be used.
- If needed, call scheduling offices to determine if a classroom is open for use (this is a good place for large projects). Tables in the classroom can be used for projects in the hallway. Be sure to label all tables or chairs removed from rooms so they can be returned correctly after open house.
- Room 226 in Wallace Hall (break room) is a good place to get extra tables if needed.
- Hallways on each floor of Wallace Hall can hold approximately 13 one table projects
- Hallways on 1st and 3rd floor NIAR can hold approximately 13 one table projects. Note that the second floor is avoided, if possible, due to offices being on that floor.
• Organize all kids’ activities into one location for ease of tours and avoidance of expensive projects.
• Obtain all Chair position cell phone numbers to be able to facilitate communication on Open House Day

Setup (- 1 Day)
• Label all tables and chairs removed from any room or hallway in order to put back in appropriate place.
• Count tables and chairs delivered by physical plant to ensure the right number will be returned.
• Set up Judge’s lounge in the morning with refreshments, packets, lunch tickets, etc. Try to keep this stocked all day long.

Clean up (Open House Day Evening)
• Place all tables and chairs back into rooms
• Place delivered tables in the same position physical plant dropped them off in.
• Relax! It’s done!

Debriefing (+ 2 Days +)
• Prepare a timeline and outline of duties modified from previous years
Open House Registration:

To facilitate easier organization of projects:
- Indicate groups to enter their information in plain text format.
- Use the multiple choice questions for Blackboard for as many questions as possible.

Recommended questions for registration:
- Project Name
- Department (EE, CE, AE, ME, IE, IMfgE)
- Course
- Group Leader Name
- Group Leader Phone (INCLUDING AREA CODE)
- Group Leader E-mail
- Group Member Names (INCLUDING LEADER)
- Project Classification (GP, CP500, CP499, OP, D)
- Are you eligible for an award?
- How many semesters has this project been worked on?
- Advisor Name
- Building Preference?
- Do you have any projects you need to be near?
- Do you need to use a lab room for presentation? List: 1) Lab room needed 2) Lab director’s name 3) Lab director’s contact information
- Do you need a table?
- Do you need 1, 2, or no chairs?
- Please list all resources in the space provided below. Examples of resources are salaries, donated lab time, donated equipment, donated money, etc. Please list the contributors of each resource.
- Please write your abstract paragraph as it will appear in the Engineering Open House Brochure:
College of Engineering
Open House 2006

IMPORTANT DATES

March 29    Entry Form deadline (online by 10 p.m.)
March 31    Late Entry Form deadline (online by 10 p.m., with $20 fee)
April 21    COE Open House, 9:00 a.m. to 7:00 p.m.
April 22    Open House Award Banquet and Ball, 6:30 p.m.
Raddison Broadview Hotel, 400 W. Douglas, Wichita

Rules:

Project Entry
- The deadline for the online submission of the Project Entry Form is 10:00 p.m. on Wednesday, March 29th.
- A $20 Late Fee will be charged to any group turning in their Project Entry Form later than March 29th.
  The final online submission deadline for late Project Entry Form will be 10:00 p.m. on Friday, March 31st. Your group will not be allowed to participate in Open House unless the late fee is paid in full by 5:00 p.m. Tuesday, April 4 to the Dean’s Office (100WH). The Open House committee is not responsible for online submissions that are not successful.
- Project abstracts must be professional in appearance and content. Unacceptable submissions will be returned to the advisor. This abstract is judged as part of the Beck Communication award.
- Handwritten applications will not be accepted. All applications must be submitted through Blackboard’s College of Engineering under the assignments section.

Open House Display
- Each group must have at least one member present at their display at all times during the hours of Open House: April 21st (9:00 am to 7:00 pm).
- Categorization of all project entries is subject to the discretion of the 2006 Open House Planning Committee. Projects in the “Display” category are not eligible for awards.
- Each group must put up at least one poster explaining the display. All members for any project must be listed on the display. The text must be large and readable.
- Projects done for credit must list the class and the instructor of the class on the display board.
- If you plan to use a lab to display your project, you must get the Lab Director’s permission prior to submitting the online form! The 2006 Open House Planning Committee will be checking with the Lab Director to make sure permission is granted.
- All projects will be placed in NIAR or Wallace Hall. One table, two chairs, and an electrical outlet will be provided if indicated on the online submission. All other materials must be supplied by the individual project group.
- If funds are used in excess of $250 for the project, the source of the funds must be listed on the project display board. Other donations such as lab time, money, materials, etc. must be submitted in the online form.
- Oral presentations should be limited to 3-5 minutes in length. This oral presentation is judged in the Beck Communication award.

Definition of Project Classifications
Graduate Projects (GP): Any project which is being completed for graduate credit.
Class Projects 500 and above (CP500): Any project which is being completed for grade, credit, or other class obligations, including senior projects, in an engineering course numbered 500 or above.
Class Projects 499 and below (CP499): Any project which is being completed for grade, credit, or other class obligations in an engineering course numbered 499 or below.

Open Project (OP): Any project not done for credit that exemplifies engineering fundamentals. This includes projects that are done outside the College of Engineering.

Display (D): Any demonstration of faculty projects, labs or equipment, and other displays not covered above.

Award Banquet
- At least one member from each group must attend the Open House awards banquet to receive their award(s).
- The dress for both the Open House and Awards Banquet is business formal. Those students and professors remaining for the Engineering Ball may consider dressing formally.

Tickets for Award Banquet
The project awards will be given during the Open House Banquet on Saturday, April 22. At least one member of each project group is required to be present at the banquet or the AWARD WILL NOT BE GIVEN. Ticket sale for both the Awards Banquet and the Engineering Ball will be advertised. A ticket to the Awards Banquet is also a ticket to the Engineering Ball. Engineering Departments provide one complimentary ticket to each project from their department. The team leader may pick-up the complimentary ticket from the Dean’s Office when tickets become available.

Polished Professor Award
We are taking votes for the Polished Professor Award to recognize an outstanding professor from each department. The winning professor from each department will have his or her name engraved on the Polished Professor Award plaque and is recognized at the Awards Banquet. Please have each of your group members fill out the Polished Professor Award form on Blackboard’s College of Engineering Assignments tab.

Questions?
If you have any questions regarding the rules please contact the Open House Committee at engr.openhouse@wichita.edu.

Thank you and Good Luck!
2006 Open House Planning Committee
EXCELLENCE IN COMMUNICATION AWARD
ENGINEERING OPEN HOUSE 2006

THE AWARD
The Excellence in Communication Award is $500 for the Project with the best combination of written abstract, visual displays and oral presentation. The Award is presented at the Engineering Banquet.

JUDGING
Written abstracts are judged prior to the Open House. Visual displays and oral presentations are judged during the Open House. Oral presentations shall not exceed 5 minutes. The following are judging criteria.

Abstract
- Clear, concise, one line title
- Names of project members following title
- Purpose
- Project description
- Results and Conclusions
- Write with your audience in mind: family, friends, students

Visual Displays
- State Purpose
- General Layout – make it easy for your audience to follow
- Description of Methods/Equipment
- Define Acronyms and Unusual Terms
- Quality and Clarity of Illustrations
- Show Engineering Units
- State Results clearly and concisely
- Conclusions/Recommendations
- Applications?

Oral Presentation
- Look Sharp
- Introduce your self and your project
- State Purpose
- Lead audience through the display
- Define Acronyms and Unusual Terms
- State Results and Conclusions
- Speak loudly, clearly and slowly
- Face your audience, maintain eye contact
- Watch the audience faces, are they with you?
- Be enthusiastic and confident
- Limit presentation to 5 minutes
- Offer to answer questions
- Thank the audience for their attention
Dear Faculty and Staff:

Please remind all students who intend to present their project at this year's Open House to register online on Blackboard on the College of Engineering under Assignments. The deadline is Wednesday, March 29th at 10:00 pm. The late deadline is Friday, March 31st, at 10:00 pm with a $20 late fee.

Thank you,

Brian Ast  
2006 Open House Planning Committee  
brian.ast@gmail.com  
316-200-6665

Dear Faculty and Staff,

Please contact me if your class will be utilizing the 2006 Open House for project demonstrations. A representative or I will require up to 15 minutes educating your students about the rules and deadlines associated with this year’s Open House. Please contact me with your name, class, contact number or e-mail, and a timeframe which would work best for you.

Thank you,

Brian Ast  
2006 Open House Planning Committee  
brian.ast@gmail.com  
316-200-6665

Students,

The College of Engineering Open House is just around the corner! Information and Registration Forms can be found in the My Courses section at www.blackboard.wichita.edu. 2006 Open House is listed under the College of Engineering. The deadline is for registration is Wednesday, March 29th at 10:00 pm. The late deadline is Friday, March 31st, at 10:00 pm with a $20 late fee.

Regards,

2006 Open House Planning Committee
This information was given by Holly Crawford. She was the tour chair in 2004 and 2005.

**Open House ~ Small Events and Tours**

**Things to do List**

**Notes before you begin:** All files are on the Engineering Council computer in a folder on the desktop marked “OH Small Events.” Your main contact is Brenda Gile-Laflin in the Dean’s office and can be reached at 978-6301 or emailed at brenda.gile-laflin@wichita.edu. The schedule below gives an indication of when tasks should start but all jobs are pretty much a continual process of updating until the day comes (and sometimes throughout the day).

**January**
- Update the “Schools in attendance” file as Brenda gets information about the schools. Keep close tabs on this as it is the basis for all your other planning.
- As things change to the schools coming, you need to update and evolve your “Tour Guide List”. You do not need to schedule people until about three weeks before or they will often forget and plan other things.
- Start thinking of two activities, maybe one for the younger half and one for the older group or if you have a lot of kids, you may want to do three activities. Try to get other groups to have an activity. The Seeds rep has planned and held one in the past.
- Read through the “Lessons Learned List” for previous thoughts. The ones that can be incorporated into this to do list have but many do not have a place in this document.

**March**
- Work with Brenda to get information on what Labs are going to be available.
- Confirm the room that the labs will be open in and update your paper maps accordingly.

**Four to Five weeks before**
- Ask the Dean’s Assistant if she (Betty Alford) can write a letter to the Campus Security to block off parking spots for your groups that will be driving cars, making sure to have enough (you may want to call the school contact and ask them about how many cars they will have as you also need to know for how many passes you will be sending them). Update this number as the time goes by, if needed.

**Three weeks before**
- Start getting volunteers signed up using your “Tour Guide Signup” sheet in the “Tour Guide List” file. Try to keep them listed with all the times they can help and let them know your intention is to only have them do one tour, but the more flexible they are, the easier it will be for you to schedule them.
- Update “Letter to teachers” and send it out to the schools with parking passes if they are driving cars (you can get visitor passes from the Deans office) and the “campus map” that should be updated as parking lots change.
  - Buses – drop kids off and pick up in staff parking lot South of Wallace, then park out by the baseball field. Buses do not need parking passes.
  - Walking – meet in the grassy area South of Wallace.
  - Cars – park in the student parking that you had Campus Security mark off and walk to South side of Wallace. (Have someone over there looking for them around the time they are going to arrive.)

**Two weeks before**
- Find out from the person that has been editing the Open House booklet (Projects Chair), which projects might be better for younger kids.
- You will also need to know where all the project areas are as you will be sending tours to those areas. Try to make sure you send kids through all the Engineering disciplines.
- Start getting together your tours using the “Kids Tour Schedule” file. Schedule 20 minutes per area or lab and let the tour guides know this will allow no more than 15 minutes at each area and 5 minutes travel time between. Keep in mind to tell the guide to be flexible and have fun with the groups.
- Start assigning guides to tours; you want the guides to be there about 20 minutes or so before the scheduled time to get their tour info and ask any questions.

One week before
- Send out a reminder to all your volunteers.
- You may want to post the tour guides schedule in the Deans office.

Two days before
- Send out another reminder to the volunteers.
- Finalize your tour guides and tour lists and then print them out with the building maps for each guide.
- Ask the Dean’s office to make you some name tags for the guides with the name and tour number on them.

After the day is done
- Make worksheets for the next person in the “Tour Guide List” and “Schools in attendance” files.
- For the “Schools in attendance” file, copy the worksheet that you used this year to the worksheet you just made for next year and delete the schools information (in the future year file) in preparation for the next person.
- Update this “Things to do list” with changes that you think worked better. As things evolve, so should this list.
- Update the “Lessons Learned List” with your comments.
- Make sure to replace the files on the Engineering Councils computer with this year’s files.

Lessons Learned List

2003
- Do not make a job for yourself such as running an event or being a tour guide. You will be plenty busy with getting things going and keeping them running well without doing something else.
- Try to have two or three people that are not on your tour guide list that can fill in last second if a tour guide does not show or you need someone for anything that pops up last minute. Make sure they know you may call on them and that you need to know where they are.

2004
- Walkie Talkies are great to have. We had four – you, Dean’s office, OH chair and the last we tried in different places (info table in NIAR worked well so that anyone could go use it there and the info table person was a good contact person for that building).
- Make sure you stress to the tour guides that they need to be flexible and just try to be smooth while paying attention to if the kids are having fun or not. Try to stay on schedule but know that the end result is that they enjoy themselves and are left with a good all around impression.

2005
- Take extra care to make sure that your tours have the correct tour guides and that both you and the guide confirm the time they are leaving and/or having lunch etc so that everyone is on the right/same page before setting them loose.
2006 (Amanda Maish)
- Got cell phone numbers for most tour guides.
- Check Brenda’s e-mail about last minute cancellations (had two school decide not to come and I was waiting for the buses for 30 minutes before calling the schools).
- There weren’t many schools that said they would have younger kids so when two schools showed up with more pre-k kids than expected the tour guide needs to know that they are welcome to take the kids to the kids’ activities (which were mostly all on the 1st floor Wallace).
- Younger kids were scared of the Beech Wind Tunnel (7x10) when they turned off the lights to run the lasers.
- I tried to schedule the kids’ activities only for the morning so that those activities were not sitting with nothing to do until 7 p.m. It worked pretty well. There were a couple of activities that I did not know were there (BEST robotics and LegoMindstorms) because they weren’t on the Project Chairs list. Also, the Project Chair forgot a table for the kids’ activities that I had arranged.
- Make sure that the number of volunteers equals the number of tours. I had to add two or three tours last minute because Brenda was breaking them down into smaller groups.
- You need lots of help getting volunteers. It is impossible to schedule tours while hunting down all the volunteers that you need. Wallace scholars will usually help out.

2007 (Jeremy Brown)
- Letters should include children’s projects (SWE, APICS, etc) to encourage younger kids to come
- Labs should be identified sooner (December). Contact Tracee Friess at NIAR
- Blocked parking isn’t used. Buses don’t prefer it.
- Keep group sizes 15-20 people per.
- If there is any doubt if a school/tour is coming, contact them the day before and demand a solid answer. If they cannot give a solid answer, tell them there is no guarantee that there will be someone to give a tour.
- Simple e-mails to the college will not get you all of the tour guides you need. You will need to ask friends, classmates, everyone you can in person.
- Tell your guides not to get trapped at boring projects.
- I (Jeremy) gave my guides the option, if possible, of choosing the age (K-5, middle school, HS) of the group they lead. This seemed to make them happier as some were not comfortable leading around the younger kids.

The following is a sample letter that was sent to the teachers in 2005:

Hello Teachers,

I am glad to hear that you are going to bring your students to Wichita State Universities Engineering Open House on April 15th. I will be in charge of the tours and activities that your group will participate in. Enclosed is a map of our campus that I have marked with the drop-off location if you are on a bus, and the parking location if you are driving your own vehicles. I have also enclosed parking passes if you told me that you might be driving. Due to limited space in some of the labs, I may need to split your group into smaller groups. Below you can see how many groups you will be in. If you could have the groups already decided, that would aid us in getting the tours started right away. Also, if you see anything that needs to be changed please let me know ASAP.

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Phone</th>
<th>Email</th>
<th>Grade</th>
<th>Students</th>
<th>Groups</th>
<th>Arrival</th>
<th>Depart</th>
<th>Bus/Car</th>
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</thead>
<tbody>
<tr>
<td>Sherry Mudinger,</td>
<td>973-0165</td>
<td><a href="mailto:jmcarthur@usd259.net">jmcarthur@usd259.net</a></td>
<td>7th</td>
<td>43</td>
<td>5</td>
<td>10:00</td>
<td>12:00</td>
<td>bus</td>
</tr>
<tr>
<td>Jodi McArthur</td>
<td>973-3100</td>
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Please feel free to let me know if you have any other questions. Thanks, and I look forward to seeing you all.
Sincerely,
Holly Crawford
Open House Events Chair
Wichita State University
imacrawford@yahoo.com
The following Excel Spreadsheets should be used for the tours chair:

- School Tours 06
- Open House Tour Planning
- Kids Tour Schedule—used in 2005
- Tour Guide List – used in 2005
- Schools in Attendance – updated in 2005
- School tours 06_4_19_06
- Tour Schedule 2006
Awards and Sponsorship is the backbone of this event. Without Sponsorship we could not put the event on and without awards no one wants to participate.

The day of the event, the awards chair needs to have a packet put together for every award that is being sponsored. In the packet you should have paper, pencils, and then the sheet that they need to fill out. To make it as easy as possible, they should get a list of all the projects from the project chair and then have a place where the judge marks who got 1st, 2nd, etc. This way if there are two projects with similar names you know for sure which is receiving an award, and you do not have to try and read someone’s writing. In the packet you should also have a sheet that says:

Our presenter at the banquet will be __________________________

Or

We would like Engineering Council to present the award __________________________

We are including checks to be presented tomorrow in the enclosed envelope _________

Or

Our presenter will be bringing the checks/certificate with him/her _______________

In case of any problems reading our selections ____________________ is who you need to contact, and he/she can be reached at the ____________________ (phone number) tonight before 9:00 pm or tomorrow between 8:00 am and 2:00 pm.

I would also include in the packet the name and phone number of the person responsible for awards for the judges to contact that day if they have any problems while they are judging.

Once the awards start getting returned that day, you should have the awards chair use one of the computers either in the EC office or in the Dean’s office put them into the PowerPoint slide show. The 2006 show is in the file. This way the award person will not have to re-type all of the awards, and he/she won’t have to stay late to work on it. It needs to be done the night before the banquet so that the MC can have a copy to read. You also need to have someone check the input once they awards chair thinks he/she is done in case there are any errors.

The awards chair also works with the project chair to get the polished professor awards ready for presentation at the banquet.

All of the Awards are in the OH folder in the dean’s office by the door. They are in the mail basket for student organizations.

AWARDS:

Example of Award letter sent to potential award sponsor:

Date

Dear Society of Flight Test Engineers:

The 2006 Open House will be held Friday April 21, 2006 and will showcase undergraduate and graduate student projects as well as the engineering laboratories.
We would like to offer you the opportunity to support the college. Your participation will not only benefit the lives of students studying engineering but also your organization. Your sponsorship will bring the name of your organization to the attention of hundreds of grateful engineering students and faculty members at WSU as well as guests, businesses, and universities across the country.

Your contribution to the 2006 Engineering Open House provides another avenue for students to develop into exceptional engineers. If you have any questions, please feel free to contact Jessica Stitt at 978-3400 or by email jsstitt@wichita.edu. Please send your 2006 Open House contribution to Wichita State University, College of Engineering Open House, Box 44, 1845 Fairmount, Wichita, KS 67260-0044. We would appreciate if you could send your donations and an accessible file version or hard copy of your company logo by Monday, April 3, 2006 to ensure your company logo in the booklet.

Thank you for your time and consideration. I look forward to visiting with you.

Sincerely,

Jessica Stitt
2006 Open House Chair
College of Engineering
Wichita State University
If someone had donated in the previous year, we took that information and actually told them in the letter how much they had sponsored the previous year. The following is an example of that letter:

Date

Dear National Institute for Aviation Research:

The 2006 Open House will be held Friday April 21, 2006 and will showcase undergraduate and graduate student projects as well as the engineering laboratories.

In the past the National Institute for Aviation Research has supported the Engineering Open House by sponsoring the Best Aviation Research Award for the following amounts:

First  $200  
Second $150  
Third  $100

We would like to offer you the opportunity to continue your support. Your participation will not only benefit the lives of students studying engineering but also your organization. Your sponsorship will bring the name of your business to the attention of hundreds of grateful engineering students and faculty members at WSU as well as guests, businesses, and universities across the country.

Your contribution to the 2006 Engineering Open House provides another avenue for students to develop into exceptional engineers. If you have any questions, please feel free to contact Jessica Stitt at 978-3400 or by email jsstitt@wichita.edu. Please send your 2006 Open House contribution to Wichita State University, College of Engineering Open House, Box 44, 1845 Fairmount, Wichita, KS 67260-0044. We would appreciate if you could send your donations and an accessible file version or hard copy of your company logo by Monday, April 3, 2006 to ensure your company logo in the booklet.

Thank you for your time and consideration. I look forward to visiting with you.

Sincerely,

Jessica Stitt  
2006 Open House Chair  
College of Engineering  
Wichita State University

The following is the template for the award sheet that was sent to all potential award sponsors:

2007

The forms went through the Foundation because they control the money, but because of that we didn’t get all the forms that we needed and the contact with the 5 major companies was hectic and unorganized. The Awards Chair was not in contact with these companies because we didn’t have the forms. Instead the two Open House Chairs were the link between the Awards Chair and the companies. This process should be better because the contacts for Spirit, Boeing, Cessna, Raytheon/Hawker Beechcraft, and Learjet.
Dear Friend of the WSU College of Engineering:

On Friday, April 13th, 2007, Wichita State University’s College of Engineering will host the “52nd Annual Open House”, providing WSU undergraduate and graduate students the opportunity to showcase their projects. Over 500 guests from local industry, Wichita area K-12 schools, as well as faculty, staff, parents and friends will attend to see these “future engineers” in action.

For organizations such as yours, the Open House provides a viable day-long opportunity to meet, query, encourage and recruit Engineering students. Coupled with the annual College of Engineering Banquet on Saturday, April 14th, the Open House serves as a wonderful way to show your organization’s support of the students’ hard work during their rigorous Engineering education at WSU.

We appreciate your interest in the WSU College of Engineering and ask you to consider sponsoring the 2007 Open House & Engineering Banquet. Attached you’ll find an overview of the Sponsorship Packages and Awards Opportunities for this upcoming event, as well as a response form. Thank you for your consideration of helping to make the 2007 Open House the best yet. Should you have any questions, please feel free to contact us.

We look forward to hearing from you!

Sincerely,

Amanda Maish
2007 Open House Chair
WSU College of Engineering
almaish@wichita.edu
Engineering Office #: 978-3400

Kevin Brauning
2007 Engineering Council
WSU College of Engineering
kabraunin@wichita.edu
Engineering Office #: 978-3400
To our Sponsors:

All donations to the WSU Open House & Engineering Banquet will be used to help offset expenses associated with these events. Sponsorship packages available for your consideration:

**Diamond Sponsor** (a contribution of $2,000+)
- Company name & logo on the outside back cover of the Open House program
- Company name & logo on all event marketing material
- Four (4) complimentary tickets to the Engineering Banquet, and public recognition of your sponsorship at the Banquet
- A “Special Award” of $200 will be named for your organization, and a company representative may present the award at the Engineering Banquet, if desired
- Speaking / Presentation Opportunity at the Open House
- Opportunity for a Corporate Display to promote your company at the Open House

**Platinum Sponsor** (a contribution of $1,000+)
- Company name & logo on an inside back cover of the Open House program
- Company name & logo on all event marketing material
- Two (2) complimentary tickets to the Engineering Banquet, and public recognition of your sponsorship at the Banquet
- A “Special Award” of $100 will be named for your organization, and a company representative may present the award at the Engineering Banquet, if desired
- Speaking / Presentation Opportunity at the Open House
- Opportunity for a Corporate Display to promote your company at the Open House

**Gold Sponsor** (a contribution of $500+)
- Company name in the Open House program
- Company name on all event marketing material
- A “Special Award” of $50 will be named for your organization, and a company representative may present the award at the Engineering Banquet, if desired
- Opportunity for a Corporate Display to promote your company at the Open House

**Award-Only Sponsor**
- An award will be named for your organization based upon the value you set, and a company representative may present the award at the Engineering Banquet, if desired

Please see enclosed response form to designate your sponsorship selection. Upon receipt, the WSU Foundation will send acknowledgement of your tax-deductible donation. Also upon receipt, a member of the 2007 Open House committee will contact you to confirm your sponsorship and to coordinate details of your chosen recognition package.

PLEASE RESPOND BY FEBRUARY 15, 2007 to assist us in meeting all recognition requirements. THANK YOU!
SPONSOR RESPONSE FORM
2007 WSU ENGINEERING OPEN HOUSE & BANQUET
PLEASE RESPOND BY FEBRUARY 15, 2007

Company: _______________________________________________________________

Name of Contact: _________________________________________________________

Contact Phone #: ____________________  Email: _______________________________

Address:  ________________________________________________________________

City: ____________________________  State: _______ Zip: ______________________

Company Contact Information:

Sponsorship Selection:
See “Sponsorship Opportunities” for details of each package.

□  Diamond Sponsor ($2,000+)
□  Platinum Sponsor ($1,000+)
□  Gold Sponsor ($500+)
□  Award-Only Sponsor (my total contribution is: $________.  The split value of the award should be: 1st $_____  2nd $_____ 3rd $______

Please make checks payable to WSU FOUNDATION and mail with response form to:
WSU Foundation
C/O College of Engineering Open House
1845 Fairmount, Wichita, KS 67260-0002

Award Information:

Name of Award: __________________________________________________________

Award Name: ____________________________________________________________

Specific Category (ex. academic department, etc.) _______________________________

_______________________________________________________________________

Judging Criteria:  _________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Will your company be judging the Award during the Open House?  ______________
If you know names of judges, please list: ______________________________________
________________________________________________________________________

Will a company representative be presenting the award at the Banquet?  ______________
If you know representative name, please note:  __________________________________

Corporate Display:
Are you interested in having a table/corporate display at the Open House?  __________
Note: we will contact you to discuss available times, items we supply, and your needs.

Speaking/Presentation Opportunity:
(Diamond & Platinum Sponsors)
Are you interested in a speaking/presentation opportunity at the Open House?  __________
Note: we will contact you to discuss available scheduling, topics, a/v needs, etc.
Award Sponsorship and Judging Information

Wichita State University
College of Engineering Open House 2006

Award Information

- Company/Organization ___________________________________________________
  - Contact Name ___________________________________________________
    (required)
  - Contact Phone ___________________________________________________
    (required)
  - Contact Email ___________________________________________________
    (required)

- Name of Award ___________________________________________________
  (required)

- Award Description ___________________________________________________
  ___________________________________________________
  ___________________________________________________

- Award Criteria ___________________________________________________
  ___________________________________________________
  ___________________________________________________

- Value(s) of Award 1st __________ 2nd __________ 3rd __________

Judging Information

- Will your company be judging the award? __________

- If ‘Yes’, please email your judge(s) names to jsstitt@wichita.edu by April 1.

- If ‘No’, we will provide a judge for your award.

- How many parking passes will be required? __________

Banquet Award Presentation

- Will a company representative be presenting the award at the banquet? __________
  - A banquet ticket must be purchased for the representative unless the company is a platinum sponsor

- If ‘Yes’, please email your representative’s name(s) by April 1 to jsstitt@wichita.edu and mail $25 per ticket to the address listed below. Tickets will be available at the will call desk.

- If you have any questions about this form, please contact Jessica Stitt at jsstitt@wichita.edu
SPONSORSHIP:

I cannot find the sponsorship letter for 2006 on my hard drive. I’m afraid that I only saved it on Nitin’s computer, and it is possible that it got deleted from there when I was trying to clean my stuff up. The following letter is from 2005 and it was modified for 2006:

“Date”

“Contact Name”
“Company”
“Address”
“City, State Zip”

Dear “Contact Name or Company”:

Wichita State University’s College of Engineering is pleased to announce the 50th anniversary of the Engineering Council. We will be celebrating this milestone during the Engineering Open House! The Open House will be held Friday April 15, 2005 and will showcase undergraduate and graduate student projects as well as the engineering laboratories. Last year, over 500 college and K-12 students, teachers, and community and industry leaders attended the Open House. This year we are expecting even more K-12 students in attendance.

On Friday, representatives from local companies and engineering societies will judge the student projects. As in the past, we will proudly provide our younger guests with activities to promote science and engineering as a career. We will also create a booklet that is a showpiece for the College to be sent out locally and across the country so that others may have the opportunity to see the quality and excellent work produced by Wichita State’s engineering students. Posters advertising the event will be distributed to schools throughout south central Kansas. On Saturday, we will host a banquet for students, faculty and friends in celebration of our Open House and to award the winning projects. For WSU engineering students, it is an exciting time – and is the culmination of years of hard work.

As you can imagine, it takes volunteers and contributions to organize an event of this magnitude. Won’t you consider becoming a part of WSU’s College of Engineering Open House and helping us celebrate our 50th Anniversary by becoming one of our sponsors? Your participation will not only benefit the lives of students studying engineering but also your company. Your sponsorship will bring the name of your business to the attention of hundreds of grateful engineering students and faculty members at WSU as well as guests, businesses, and universities across the country. With a gift up to $1000 we will showcase your company’s name in the booklet. With a gift of $1,000 or more you will receive your logo in the open house booklet, two (2) complimentary tickets for your company representatives for the Open House Banquet and recognition of your company and representatives that evening.

Your contribution to the 2005 Engineering Open House provides another avenue for students to develop into exceptional engineers and potential valuable employees for your company. If you have any questions, please feel free to contact Jessica Stitt at 978-3400 or by email at jsstitt@wichita.edu. Please send your 2005 Open House contribution to the WSU Foundation, Attn: Joni Brainerd, 1845 Fairmount, Wichita KS 67260-0002. We would appreciate if you could send your donations and an accessible file version or hard copy of your company logo by Friday, March 11, 2005 to ensure your company logo in the booklet.

Thank you for your time and consideration. I look forward to visiting with you.

Sincerely,
Sponsorship Form Comments:

The built-in awards for donors made the entire process very messy. The companies that donated mostly weren’t interested in the hassle of providing award information/presenters/criteria etc. The ones that did (Spirit), were extremely confused by the process. Several of the companies’ representatives had never heard of Open House and had no idea what it was. They wanted more information about what it was but that information was basically impossible to get to them due to time and not having anything prepared.

The 2007 sponsorship packet was designed to give companies incentives based on the amount they donate. It seems to have worked well. Mailers gained us one new sponsor.
The following is the form that was used for sponsors:

Corporate Sponsorship and Funding

Wichita State University
College of Engineering Open House 2005

Company Contact Information

Company: _________________________________________________________________

Name of Sponsorship Contact: _________________________________________________

Sponsorship Contact Number/Email: _____________________________________________

Address: ____________________________________________________________________

City: __________________________ State: _______ Zip Code: _______________________

Open House Sponsorship contribution

My company would like to be a:

☐ Bronze Sponsor ($25-$100) ☐ Silver Sponsor ($101-$500)

☐ Gold Sponsor ($501-$999) ☐ Platinum Sponsor ($1000 or more)

Address for Complimentary Tickets:

___________________________________________________________________________

Loge Enclosed: Yes  No  (circle one)

Sponsorship Contribution Information

Please make checks payable to:  WSU Foundation COE Open House 2005

Amount Enclosed: $___________

Please return this form and you contribution to:

Wichita State University
The College of Engineering Open House
1845 Fairmount
Wichita, KS  67260-0044

If you have any questions about this form, please contact Brenda Gile Laflin at 978-3400 or brenda.gile-laflin@wichita.edu
Picnic-Kevin Brauning 2006

Things to Do

- Find prices of food, etc. before hand
- Make sure someone gets permission from Sodexho to have the picnic; this should be done about 2 months in advance. Amy or Brenda has the information for this.
- Find Volunteers for:
  1. Setup
  2. Cooking/serving
  3. Clean up

1. Start setting up early. Burgers should start cooking an hour before the BBQ starts. If possible, get tables and chairs for people to eat at; however, it’s probably unnecessary.
2. Make sure you have two good spatulas. The homemade one does not work so well. For cooking, bring a large, empty, coffee can for each grill to trap grease. Two grills probably works best. After cooking have hot au jus for burgers to keep them hot/juicy. Do not put bocas in with the meat. That’s just not done. For serving you probably want a bunch of coolers and some shade. The sun will bake buns, ketchup, etc. and make them a little gross, and it gets the pop hot and melts the ice.
3. Cleanup is easy. Get the grease off everything important. Put away tables. The only critical thing is to freeze, not refrigerate, leftover burgers.

A note on shopping:
Just about everything is cheapest at Sam’s although the bulk section of Wal Mart is comparable. Soda is probably cheapest at Wal Mart or Dillon’s when they have a sale.

Make sure you have:

- Plates
- Napkins
- Burgers (we sold 300-350)
- Boca Burgers (about 30)
- Buns (if you buy too many, they’re thrown out)
- Ketchup
- Mustard
- Dill Pickle slices (one big jar)
- Soda
- Chips
- Cheese Make sure it has wax paper (yeah, it’s $1 more) otherwise the cheese is a hassle because it melts together. Keep most of it in a cooler.
- Ice (buy that morning)
Publicity-Bailey Cooper 2006
Bailey never sent any information so I am going off of what I know. The Dean usually pays for an ad in the area newspapers. Check with Amy and Brenda because Amy usually designs that. You also need to send out a press release to The Sunflower and The Eagle. Brenda will know how to do that. You also need to get online and go to as many radio and television stations public calendars as possible. Post the event there. You will need to do this about two months in advance. Also, if you call them in advance, they might send out a crew to cover it. If you check early, they are way more helpful.

Lessons Learned (Bailey – 2007)
1. Make sure there are sufficient funds. (not usually a problem)
2. Decide which day(s) to run the newspaper ads
   In 2007, we ran an ad in 7 papers the Tuesday or Wednesday prior to Open House
3. Use Microsoft Publisher to design an appropriately sized ad
4. Contact Mark Sinclair at Metro Suburban Newspapers – See attached document

Press Release:
1. Send press releases to the Wichita Eagle and the Sunflower

Community Calendars
2. Search online for community calendars, local radio stations, news stations, etc. – often have community events links on their web sites. Warning: This should be done several weeks in advance

On Campus
3. Try to have Open House mentioned on the screen at the corner of 21st and Hillside. The ad might only be able to run if there is room for it between sports announcements.
4. Post flyers around campus (ie. Dorms, biology, chemistry, physics buildings, RSC, Kiosks, etc.) Be sure to get permission. Be sure flyers give details on Open House and stand out.

Banquet Tickets Sales
1. New to 2008 – publicity chair will be in charge of posting advertisements for selling tickets to the banquet.
2. This should be done at the time when registration first becomes available.
3. Find out about any student discounts or discounts for buying tickets early

Miscellaneous
1. Brenda might be sending flyers to prospective students.
2. Contact: Mark T. Sinclair, (316) 788-1831 Derby Reporter, (316) 640-4681 Cell phone – not after 9 p.m., mark@ksmetroadv.com
3. $40.00 pci for 7 papers
4. 3 column x 3 inch = 5.668 inches wide x 3 inches high
5. Except for one paper in which the column widths are different. A 2x3 ad will be slightly reduced in size, but a 3x3 ad will be increased in size to a 6.5 inches wide by 3 inches high
6. Send ad as a .pdf or .jpg attachment to an e-mail. Note: .pub will not work
7. At the same time, send a phone number, fax number, and name of a contact for billing information
Banquet.-Holly Haynes 2006-Vennessa Maryott 2007

The banquet chair is responsible for the following things:

- Design and plan the programs for the banquet (Amy has a copy on her computer)
- Design ticket sales and ads (Amy has a copy of ticket and how we track on her computer)
- Decorations – usually something to go with the theme, Get things donated! Use what we have, if possible.
- Slideshow – get a compilation of pictures from the year, this slideshow can either be planned, or be playing in the beginning and during dinner.
- Work with the place we reserve to come up with a menu that is vegetarian friendly. You should have a buffet and you should never have to pay more than $19.99 a plate. They usually have a set group of buffets, but if you talk to them most will let you design your own.
- For the banquet you will need to have:
  - Podium with sound system
  
  Contact:
  - Ryan Funck Absolute Sound DJ Entertainment
  - ryan@absolutesoundDJ.com
  - $425.00 from 8-11 p.m. (8 was too late)
  
  OR:
  - Wayne Warren (316) 253-6529
  - Through Shawn Denning (not as good of a DJ)
  - Projection screen, we provide the projector from the college
  - Dance floor
  - Cash Bar
  - Have 2 buffet lines, it just makes things easier

- Be aware of the Awards portion of the banquet. Talk with the Awards chair (this is crucial)

I think this is everything and if you have any questions email me a jsstitt@wichita.edu or vvjmaryott@wichita.edu. I’m happy to help clarify anything you do not understand.