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# THE BIG EVENT EXPANSION PACKET

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A white outline of a house with a triangular roof and a chimney on the left side. The text "THE BIG EVENT" is written in white, with "THE" and "EVENT" in a bold, sans-serif font, and "BIG" in a larger, bold, sans-serif font. The word "BIG" is positioned to the right of the house outline, and "EVENT" is positioned below "THE".

**THE BIG  
EVENT**

[www.thebigevent.tamu.edu](http://www.thebigevent.tamu.edu)



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# HELLO & WELCOME!

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We thank you for your interest in The Big Event. As our mission statement says, “Through service-oriented activities, The Big Event promotes campus and community unity as students come together for one day to express their gratitude for the support from the surrounding community.” The Big Event is an organization founded not only on serving the community through “One Big Day”, but on creating a mindset to continuously serve our community and transform ourselves in the process. By taking the time to give back to those around us, we learn to be increasingly selfless individuals, to sacrifice for the benefit of others and to leave this world better than we once found it. We would be grateful for the opportunity to serve just one resident in our community, but together we are fortunate enough to have a much wider impact. With over 130 Big Events around the world, our goal is to spread the mission of The Big Event as far as possible.

This packet is intended to provide you with direction as you start a Big Event in your own community or look to further improve a Big Event which has already established. As the Executive Team at Texas A&M University, together we have laid out our organizational structure as well as our schedule by semester. The schedule is broken up into detail explaining the expectations of each

committee and what tasks each person in the organization completes leading up to “The Day Of”. We have also included most of our forms regarding insurance, job checks and safety in the appendix.

Our intention behind creating this packet is to provide you with a resource and to facilitate the process as you either create or further establish the foundation of your own Big Event. With that, we understand this document is not comprehensive. If you have questions about any topics we have not covered, please contact us. We have also provided a school directory on our website as another resource, to enable you to contact other schools working through similar issues. For example, as our executive team has inherited an organization which consistently recruits over 22,000 students, and volunteering on the day-of has become part of our school’s culture, we are not as familiar with recruiting students “from scratch” or finding new areas to serve. Moreover, if you would like further in-depth knowledge on the Big Event, we host a conference in the spring of each year where schools from around the nation come together to learn, develop and gain insights from each other’s successes and challenges.

Wishing you all the very best,  
The Big Event Executive Team



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# WHO WE ARE

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## **HISTORY:**

In 1982, Joe Nussbaum '84, was serving as Vice President of the Student Government Association at Texas A&M. During that time he noticed a disconnect between the students and the surrounding community. To bridge this relationship, Joe and a few friends came up with the initial framework for what The Big Event is today. The Big Event began in 1982 as a way to say "Thank You" to the surrounding community of Bryan-College Station. Joe Nussbaum envisioned a one-day service project where the students of Texas A&M University could show their appreciation of local residents by completing various tasks at their homes. He believed that after years of loyal support from the community, the very least college students could do is give back for one day.

## **Mission Statement**

Through service-oriented activities, The Big Event promotes campus and community unity as students come together for one day to express their gratitude for the support from the surrounding community.

## **The Big Event Today:**

The Big Event has seen tremendous growth over the past 36 years. Participation has grown to 22,000 students serving more than 2,600 residents in the communities of Bryan and College Station. Today the mission of The Big Event has spread to over 100 universities throughout the nation as well as several countries including Costa Rica, China, Germany, and Pakistan. Although The Big Event has become the largest one-day, student-run service project in the nation, our message still remains the same: "simply saying 'Thank You.'"

## **The Purpose of The Big Event:**

The Big Event is different from other service projects because it is not based on socioeconomic need. The Big Event is a way for an entire student body and campus to express their gratitude to residents who support them during their college career. Local residents attend athletic events, put up with traffic and everything else that comes with living alongside college students. Whether it is painting houses, raking yards, or working a carnival, the type of job is not important. The Big Event is not about the type of job, or the numbers, or jobs completed, or the number of students that participate. Rather, it is the interaction with the residents and the resulting unity in our community that makes The Big Event so BIG!

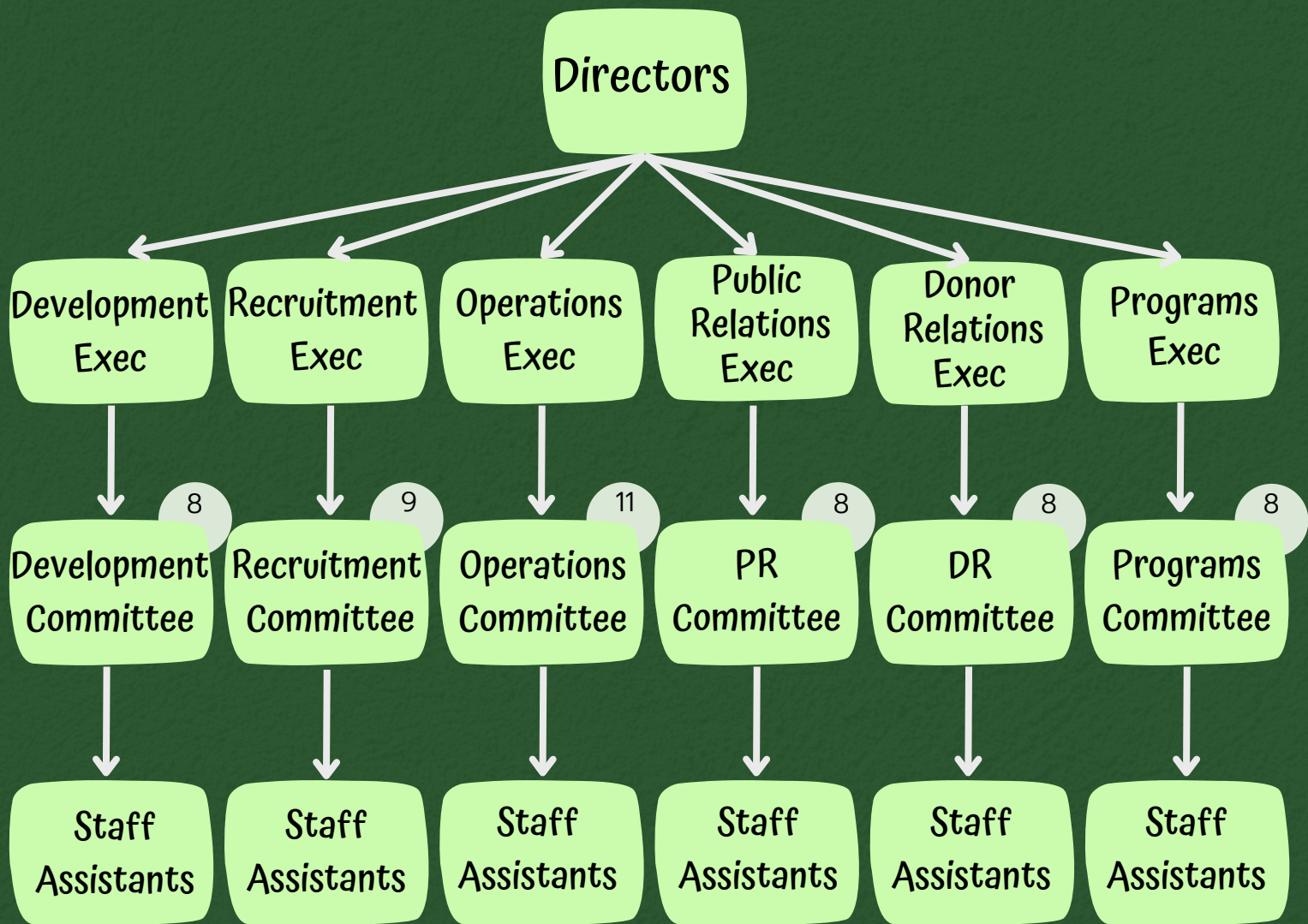


# STRUCTURE OF THE TEAM





# BREAKDOWN





# FIRST STEPS IN ESTABLISHING A BIG EVENT

1. Establish the internal structure of the organization. This can grow over time, but find at least 3 people to begin. Establish roles to function as Director, Finances and Operations.
2. Find a mission statement. You could use the same one as us or alter it, but find a central idea to interwork with your organization.
3. Establish a vision for the future. Create a 1-year, 3-year and 5-year plan for both internal and external relations.
4. Recruit students to serve. Use whichever method works (social media, banner holding, close friends) to bring together people who want to serve the surrounding community.
5. Find residents to serve. When starting off a Big Event in your area, it might be easiest to begin with cleaning up local facilities such as a school or courthouse. From there, you can publicize to the community that you want to serve resident's homes. Before beginning this step, speak with your local city councils.
6. Gain support from your university or local governing bodies.
7. Partner with other service organizations.
8. Start raising funds to grow in the future.
9. File for tax-exempt 501(c)3. The earlier you do this, the easier it will be in the future.
10. Establish online presence through a website, social media, emailing lists, etc.

To give you insight into an established program setup, the structure of the committee setup at Texas A&M is given in the pages that follow. We have expanded the outline to cover the amount of work done by each sub-committee throughout the year.



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# PARTICIPANT OVERVIEW

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## **Director**

The Big Event Committee should be structured so that at least one person oversees the operations of the entire committee. The director's role in The Big Event is centered on organizing and planning the year's events. The director supervises each of the sub-committees to ensure that work is getting done efficiently and that deadlines are being met. The director delegates responsibilities, acts as a problem solver and mediator, and supports the executives and committee members. Additionally, the director is responsible for the tasks that do not directly fall into the described sub-committees, such as running meetings. Finally, the director should be the liaison between the committee and your university and/or affiliated group. At Texas A&M, The Big Event is housed in the Student Government Office, which allows our director to have constant interaction with Student Government executives, advisors, and other Student Government offices.

## **Associate Director**

If you choose to create the position of assistant director for your committee, we have several suggestions of the role your assistant director should play. The assistant director should act as the chief financial officer of your organization to allow the director to focus on the workings of the committee. Being the CFO entails the development and maintenance of the committee budget, the handling of member dues if applicable, the approval of general spending throughout the year, and any other issues relating to money. The assistant director works closely with the director to ensure finances are always under control for the committee.

Outside of finances, the assistant director works alongside the director to make sure that all committee business is under control. Additionally, the assistant director helps the director with the training and encouragement of executive team.. The exact role of the assistant director should be established by the director who chooses to have this position.

## **Development Committee**

The Development committee is responsible for organizing committee and staff training, job recruitment, community relations, advertising to the school and community, internal events, and alumni relations. The committee members are responsible for coordinating the above responsibilities into tangible projects that they will complete throughout the year. Internally, Development deals primarily with the application and interview process, committee assignments, training, and alumni events. Externally, Development primarily communicates with the local government and potential residents for The Big Event. Finally, the Development committee oversees all aspects regarding internal improvement throughout the year and problem-solving on the Day-Of.



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# PARTICIPANT OVERVIEW CONT'D

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## **Operations Committee**

The Operations committee has a primary focus of overseeing the storage, inventory, and distribution of tools and supplies. The operations committee oversees all aspects regarding tools and supplies. This includes the inventory, purchase, and allocation of supplies for use on the day of The Big Event. They coordinate our annual tool inventory for our members.

## **Donor Relations Committee**

Donor Relations is responsible for raising money for the mission of The Big Event. We do so in several ways, the first being sponsorship. Donor Relations works to raise monetary support through corporate and individual sponsors, who generously donate to fund our operating budget. We target both large corporate sponsors as well as local businesses. Some examples of fundraising events held by Big Event committees may include: raffles, silent auctions, benefit nights, and banquets. Donor Relations works with local businesses to establish relationships and receive donations. At Texas A&M, these donations take the form of in-kind donations that support an Annual Gala and Silent Auction. Donor Relations plans all aspects of the event and collects items for auction in the months preceding the event.

## **Public Relations Committee**

The Public Relations committee is responsible for the overall communication and social presence of the organization. They plan the One Big Thanks Conference if it is held at their school this year. They also design all apparel for the organization including internal merchandise, volunteer t-shirt, and resident t-shirt. Additionally, Public Relations maintains our website, and is responsible for the updating/maintenance of the website throughout the course of the year. Public Relations is also responsible for our Media Relations. We contact both national and local media sources to cover The Big Event in order to reach the entire community regarding our event.

## **Programs Committee**

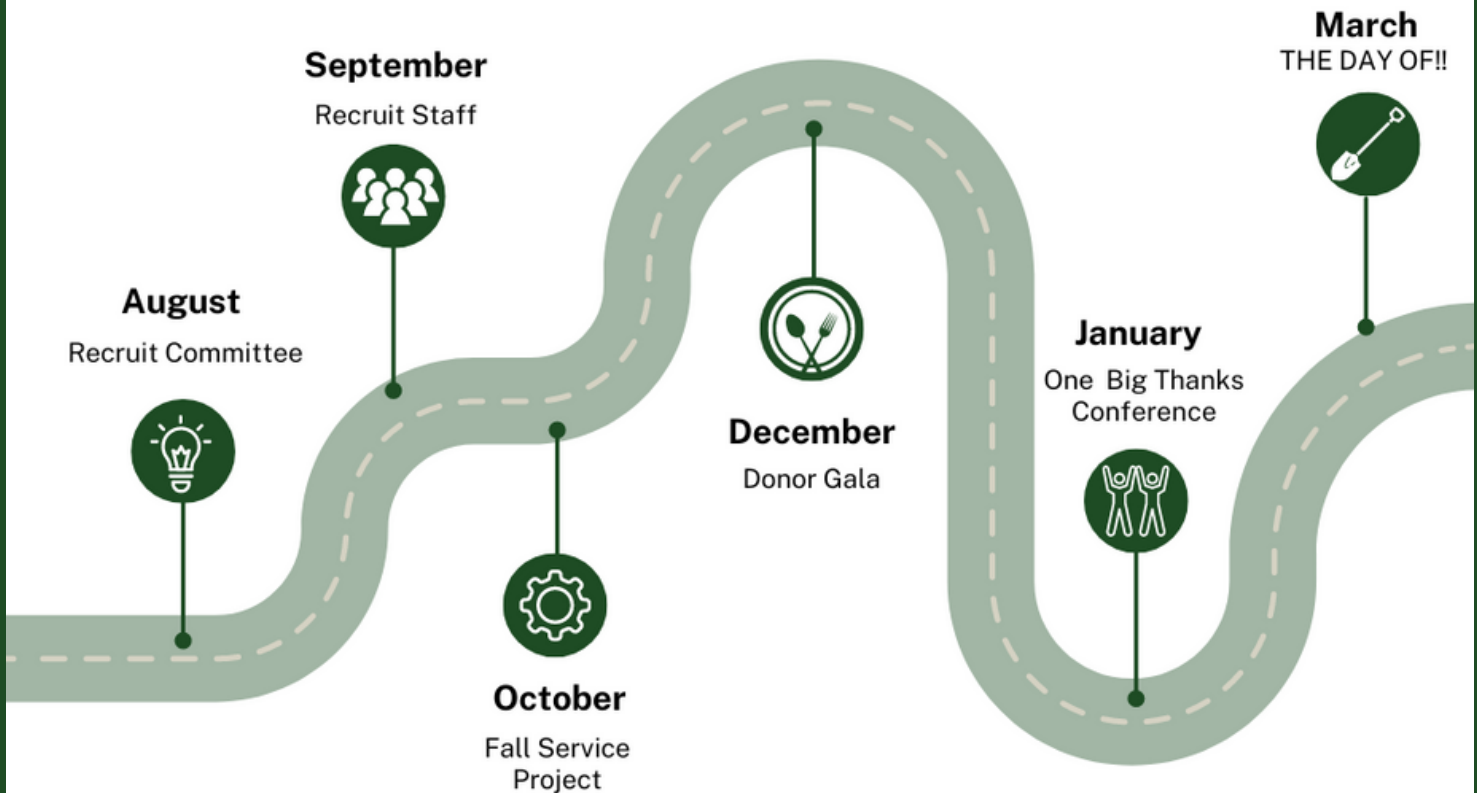
The main focus of the programs committee is the kickoff and logistics of the Day-Of. This committee is concerned with taking the necessary steps to perpetuate The Big Event in terms of vendors, reputation, and recognition with partnerships and businesses of the local community. Also, programs serves as the committee's coordinators for different events throughout the year to recognize the accomplishments of our committee and staff. They plan Mock Big Event and coordinate plan Fall Service Project for the organization.

## **Recruitment Committee**

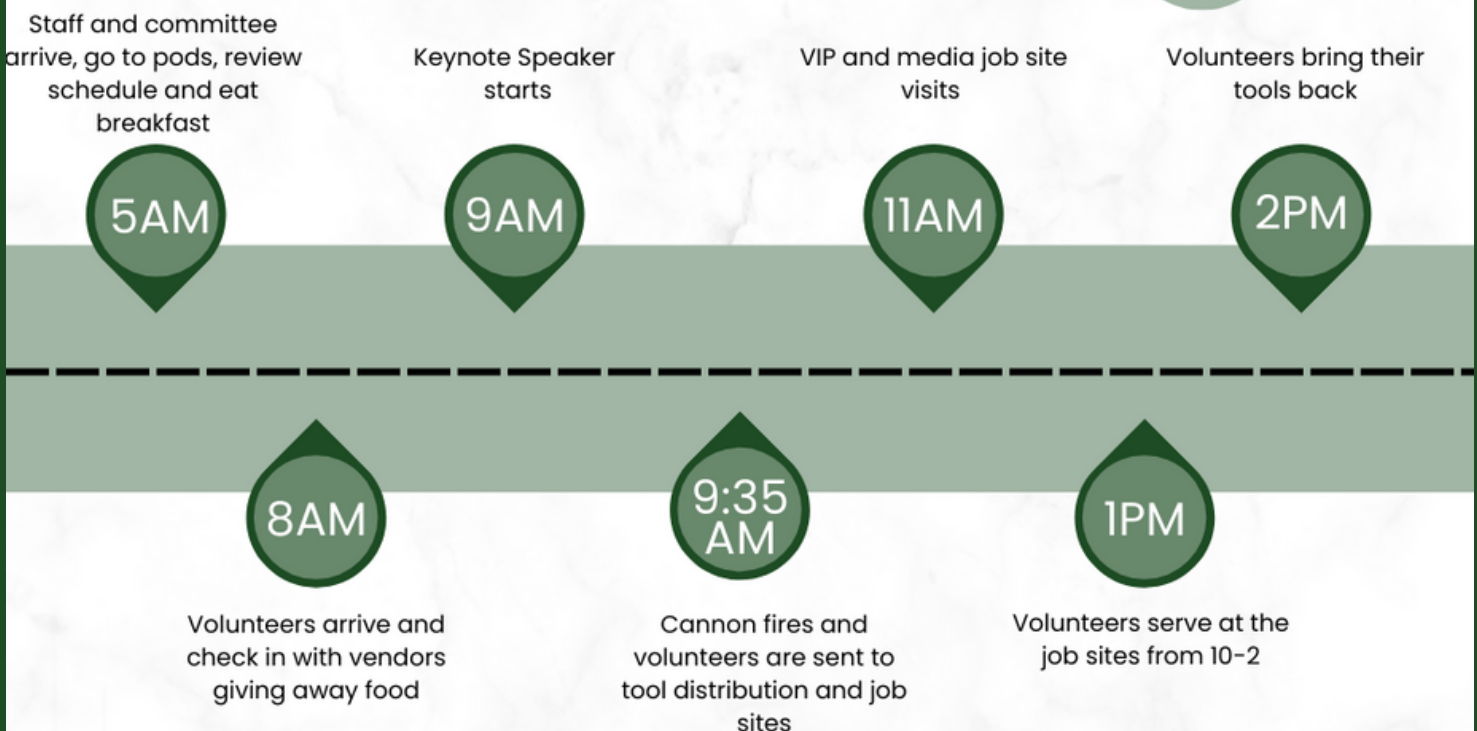
The main focuses of the recruitment committee are the students, staff, and faculty that will ultimately become a part of your Big Event. This committee works year-round to promote your event on campus and get people motivated to participate in The Big Event. The recruitment sub-committee oversees all communication between The Big Event committee and the student body, as it handles all on-campus awareness and advertising.



# Yearly Timeline



## THE DAY OF TIMELINE





# DIRECTOR BREAKDOWN

- ✓ Provide the vision for the year and act as Chief Student leader of The Big Event organization
- ✓ Oversee Executive and General Committee meetings
- ✓ Communicate and work with university officials that help put on The Big Event
- ✓ Handle the main finances of the committee if there is not an Assistant Director
- ✓ Be the final decision maker on any conflicts/problems
- ✓ Point contact of communication with our IT department to refine our sign up process.
- ✓ Facilitate the development of the Executive members

The director is ultimately responsible for the committee and its members. Through weekly executive meetings the director is able to stay up to date with the sub-committees and can discuss important topics and other areas of interest regarding the operations of The Big Event.



# ASSISTANT DIRECTOR BREAKDOWN

- ✓ Chief Financial Officer
- ✓ Work with director to oversee committee business
- ✓ Work to set up an endowment account
- ✓ Leadership development of executive team

Ultimately, the role of the assistant director lies with the director's desires as well as what needs must be filled to successfully oversee your executive team and run your Big Event.



# PUBLIC RELATIONS BREAKDOWN

- ✓ Social Media (Instagram, Facebook, TikTok, Twitter)
- ✓ Upkeep of the website (add photos, videos, numbers, application information, and links)
- ✓ Plan the One Big Thanks Conference
- ✓ Design, order and distribute merchandise for members, volunteer shirts, and resident shirts
- ✓ Be the major communication resource for questions concerning anything TBE related.
- ✓ Contact local and national media in preparation for their coverage of The Big Event in the spring



# PROGRAMS BREAKDOWN

- ✓ Plan Kickoff Ceremony on the Day of
- ✓ Coordinate the master day of schedule
- ✓ Coordinate Mock Big Event
- ✓ Communicate with residents and volunteers for the break down of the Day Of
- ✓ Make the calendar for the internal operations
- ✓ Order polo's and name tags for internal members
- ✓ Fall Service Projects




# DEVELOPMENT BREAKDOWN

- ✓ Coordinate the applications of Committee and Staff Assistants as well as their interviews
- ✓ Plan Staff and Committee training in the Fall
- ✓ Run HQ (headquarters) and the Mobile Command Unit (MCU) on the Day Of
- ✓ Plan staff socials
- ✓ Organize Committee Banquet for the week after Day Of

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# DONOR RELATIONS BREAKDOWN

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- ✓ Plan Donor Gala in the Fall
  - ✓ Update Sponsorship Packet
  - ✓ Coordinate the VIP Donor Tent on the Day Of
  - ✓ Main Communication source for donors or sponsors



# OPERATIONS BREAKDOWN

- ✓ Tool Inventory in the Fall
- ✓ Coordinate tool layout, tool distribution, and tool bring back on the Day Of
- ✓ Constantly updating our excel sheets on tool numbers and buying new tools each year to account for lost or broken ones.
- ✓ Reserve areas on campus that will be used on the day of The Big Event
- ✓ Coordinate the logistics of our tool sheds. We have two different areas to store tools. First, the PODS for long term storage and the tools that will only be used on the Day Of. Second, the sheds which have frequently requested tools that organizations might loan from us.
- ✓ Educate all staff and committee members on the different tools we work with

# RECRUITMENT BREAKDOWN

- ✓ Coordinate recruiting events throughout the year (bannering, tabling, speaking at organization mtgs)
- ✓ Making banners, yard signs, and promotional items for recruiting throughout the year
- ✓ Run the student volunteer check in table on the Day Of
- ✓ Email marketing to past participants
- ✓ Work both on and off campus to recruit both residents and volunteers all year long!



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# FALL SERVICE PROJECT

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Should your committee choose to do so, a Big Event committee service project could be done in the fall. As a service oriented organization, The Big Event strives to help others and make an impact on the community by giving back throughout the year. Serving the community as a Big Event team helps keep the real purpose for The Big Event fresh in our minds.

The Programs Executives would be placed in charge of planning this activity. Projects that have been done by Big Events in the past include: working at food banks, painting a community resident's home, doing yard work, highway trash pickups, running an elementary school carnival and much more. Find out what sounds best to your committee and keep in mind that the Fall Service Project is a fun time to share with your committee. We call it the mini Big Event and normally serve Professors or residents that unfortunately weren't served on the Day Of previously. We include a risk waiver for our committee and exec members to sign for liability purposes.

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# OFFICE HOURS & STAFF SOCIALS

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## Office Hours

Each committee member should be required to work at least one office hour during the week. If your committee has an office or cubical, the member serves to answer any phone calls that come in and either answer questions or take messages for the executives. This time is also used to zone job requests that come in, a process to be described later in the section. This also allows the executives to have members available if there is work that needs to be completed in the office.

If your group also has staff assistants, they too will have office hours where they are expected to complete paperwork, ask questions, or be of any help to the committee or executives.

## Staff Social

The Programs Executives will put this event on after the first staff meeting of the year. Its purpose is to allow staff assistants to meet the rest of the team. It can be held at someone's house, a spot on campus or anywhere you can fit all of the staff assistants. This is an unstructured time where the Programs Executives can throw a party for everyone in the organization.



# HEADQUARTERS AND MCU

## **Headquarters:**

After kickoff is over, student participants are instructed to go to Tool-Distribution in the designated lot to receive the tools for their job site. They are to take the supply list given to them during check-in to Tool-Distribution and hand it to a committee member at the Tool-Distribution ORDER area. The member will take the list and tell the student to pick up the supplies from them at a designated LOADING area. The committee member will gather the supplies and bring it to the group at the specified loading area, and will return the supply list to the student at that time. The student must have the supply list in order to return tools and get their ID back when the job is completed! To clarify, the order area is where the students pass on their supply list; the loading area is where they actually pick up the supplies. Please refer to Appendix H to see how the order and loading areas are set up at headquarters.

## **Mobile Command Unit:**

While students are out doing jobs, the executives remain at the Mobile Command Unit (MCU) and Headquarters solutions, where the contact and emergency cell phones are located. Students who run into problems at their job site can call a number that goes to headquarters solutions and one of the executives can help find a resolution. It helps to have a master list of all jobs and all participants at headquarters solutions. It also helps to have the binders containing the Job Sit Checklists and Matching Forms at headquarters solutions, as directions to each job site are written on these forms. This is to help students who get lost on their way to the job site. Furthermore, it may help to have members that are bilingual to be a part of MCU and Headquarters solutions so that they may help problem solving with residents who only speak a foreign language.

Ultimately, the goal of development is to develop and maintain all relationships inside and outside of The Big Event through full community appreciation, alumni relations, and staff and committee unity in order to foster a community centered on the joy found in serving rather than receiving and communicate our mission to simply say “Thank You” to the residents of Bryan and College Station.

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# ONE BIG THANKS CONFERENCE

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## **Conference:**

We host a conference in College Station each spring to enable schools and organizations to improve and grow their respective Big Events. This requires a team of outreach members to plan, organize, and execute the conference. If you are interested in attending our conference, we would love to have you! More information on conference can be found at [thebigevent.tamu.edu/conference](http://thebigevent.tamu.edu/conference)

- **Logistics Coordinator:** Schedule everything for conference, This includes making selections of restaurants to cater, as well as assigning all attending delegates to rooms within the hotel, Assign schools to committee members, Anything and everything having to do with getting delegates to town.
- **Decorations Coordinator:** Delegates are coming in from all over, we want them to have things to remember conference by! Design, order and distribute conference promo items.
- **Itinerary Coordinator:** Create conference schedule, Prepare the conference packets for all delegates attending.



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# DONOR GALA

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The Donor Relations Executives will host the Gala. During Gala, you will need to find a venue, table decorations, sound and lighting, a speaker, etc. The mission of the Gala will need to be determined beforehand. For example, if the mission is to make a large profit, a large investment will need to be made as well as hosting a fundraiser such as a silent auction. If it is to show off The Big Event to family and friends, the same means may not be necessary.

For the Silent Auction, local businesses and organizations are usually willing to donate items. Send out committee to present the mission of The Big Event to them and ask for donations to auction off at Gala. You may also want to consider inviting people who would be willing to donate to The Big Event. We have also created a sponsorship packet to give to businesses as a way create a larger income.

Overall, the purpose of Gala can be up to your team. It is a great way to bring the Executive team and Committee together as well as raise funds for the year.

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# MOCK BIG EVENT AND BANQUET

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## **Mock Big Event:**

The week before The Big Event, the committee should hold a Mock Big Event. This is a time where your entire committee runs through the schedule for the morning of The Big Event so that everyone knows what to expect, what they will be doing, and where they should be during the day. Every activity that occurs on the morning of The Big Event should be simulated and every job a committee member might have should be explained again. The Mock Big Event is crucial because it helps the committee troubleshoot and fix problems before they occur.

## **Committee Banquet:**

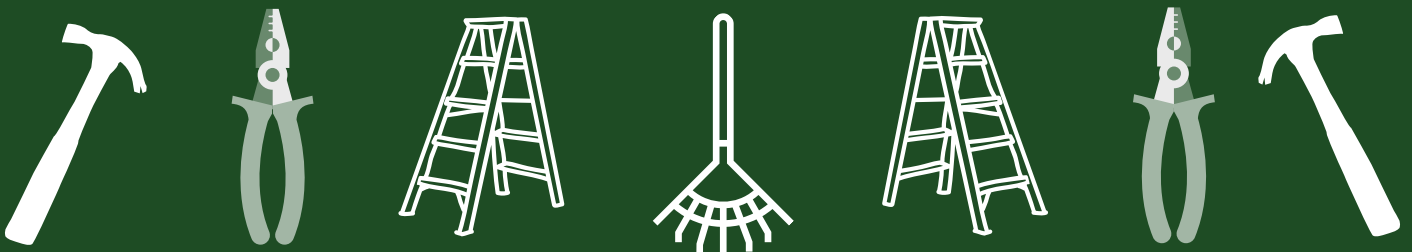
The the committee banquet is a dinner that exec and committee have the week following the Day-Of The Big Event. A committee member primarily organizes the dinner. Their responsibilities include decorations, finding the caterer, finding a speaker and making a slideshow/video of the year on committee.

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# TOOL INVENTORY

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This activity will apply to those groups that already own tools and supplies to be used on the day of The Big Event. This activity should be overseen by the operations sub-committee, as they are in charge of The Big Event's tools. Most Big Events find it easiest to hold the committee retreat and inventory on the same day. Inventory is used to assist the committee before purchasing more supplies for use on the big day. It is a good idea that if you have tools and supplies you keep them in a central location such as a storage shed. During inventory the committee checks all of the tools and supplies to find broken or faulty equipment to be discarded. Members count the remaining supplies and record the exact numbers of supplies in possession of The Big Event. Tools and supplies are also marked with paint or another permanent marking to help with showing which tools belong to The Big Event. (This helps when tools that are not property of The Big Event are returned by students on the day of the event.) After counting is completed, the tools and supplies are returned to the storage unit in an organized manner that will make getting them out on the day of The Big Event run smoothly. Note: It is very important to order tools based on your projected job count.





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# STAFF ASSISTANTS

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Should you see it necessary to take on further help to complete the desired job checks or the ensuing paperwork required for the day of. (See explanation of the Staff Assistant's role under the Committee Expectations and Responsibilities section of this packet). Generally, this follows an application process where a written app us used as a screening mechanism then in person interviews are conducted to narrow down the applicants to the required group size.

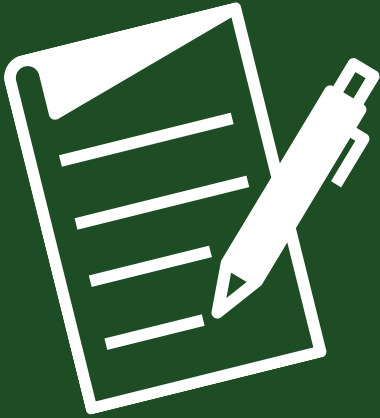
Should you see it necessary to increase the size of your committee, you could add additional members to the committee in the spring. You should decide the best way for selecting these new members to be on your committee.

An example of how selection has been done in the past follows: Recruitment begins in the fall almost immediately after committee is selected. This entails creating ways to increase visibility of the Big Event through social media until about two weeks before the application due date. The two weeks leading up to it includes speaking to organizations, holding banners, pushing social media pieces every day, and reaching out to organizations across campus to notify them about the potential opportunities available through the staff assistant position. Once applications are turned into the executives and the submissions close, the executive team reads through all the applications and conducts all the interviews that follow. A final review is conducted to select the final group.

# JOB CHECK PROCESS

01

Contact the resident and schedule a time for the staff partners to complete the job check



02

Arrive at the Job Check on time and ask the resident what work they would like completed. Fill out the required paperwork regarding tools and how any volunteers are necessary.

03

After you have the resident sign the paperwork and leave the site, one staff member must fill out the BARE form.



04

Staff members should turn in the paperwork to their assigned committee member to be reviewed and processed. The job checks will then be matched with volunteers. We partner with our IT department at A&M to get this part done.



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# PROCESSING JOB REQUEST FORMS

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## **When the Job Request Form is received**

Immediately, the form is given a number (usually chronologically where "1" is the first Job Request Form received, "2" the second, etc.). The information from the form and the assigned number should be entered into a computer program, like Excel or Access to create an organized Matching Form system for the information. (This will be explained in the following sections.)

## **Zoning Job Request Forms**

A simple map of the city should be obtained from your local city government or Chamber of Commerce to use for this process. It would be beneficial if every committee member could be given one of these maps. The map should have the street names of the city listed alphabetically and have a grid to easily locate streets. For example, Maple Street is located in coordinates F-7. It would be best for the outreach executives to divide this map up into a number of zones that matches the number of partnerships in your committee. (If your committee has 10 partnerships, you should have 10 zones to be labeled A-J.) Each partnership is assigned to a particular zone. (Partnership 1 covers Zone A, etc.)

## **Assigning Jobs to Partnerships**

Once the job has been zoned, executives assign it to the partnership whose is covering that zone. (For example, Maple Street falls in Zone C and is therefore assigned to Partnership 3.)

If there are not many jobs, the executives could determine which zones the jobs fall into. If there are a large number of jobs, the committee members could find the zones during their office hours (called "Zoning Jobs").

The zone should be written on the Job Request Form and entered into the computer program. Two copies of the request form should be made; one copy should be filed by job number in a large binder while the other copy is given to the partnership who was assigned that job. The original form should be filed either by job number or name of the resident and placed in another binder or file.



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# CHECKING JOB SITES

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## Checking Job Sites

(See last three pages for pdf files of the paperwork)

Checking job sites holds several key functions for your committee:

- 1.It makes sure the job is something that can be done on the day of The Big Event.
- 2.It makes sure the job site is safe for students; if not, the job is cancelled.
- 3.It allows your members to see how many supplies are needed to complete the job and what supplies the job recipient can provide. (Starting out you may need them to provide a majority, if not all, of the supplies for the job.)
- 4.It allows your members to see how many students will be needed to complete the job in a fairly reasonable amount of time. (4 hours is generally a good amount of time.)
- 5.It allows your members to go over any rules set by your committee with the job recipient. (i.e. Students not required to stay more than 4 hours or no alcohol given to the students.)

The actual checking of the jobs should start as soon as you begin receiving completed Job Request Forms back from community residents. You want your members to start as early as possible and to stay caught up with their job checking so that everything is checked in time for Matching Day to run smoothly.

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# CHECKING JOB SITES

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## The Process of Checking Jobs:

1. After a partnership is assigned a job to check, the first thing they should do is figure out how to get to the jobsite. This can be done by printing off a map on a website like [maps.google.com](https://maps.google.com) or [www.mapquest.com](https://www.mapquest.com) or can be done by finding a route using one of the maps obtained from the city. Two maps should be made for each job, one for the committee partnership and one for the students to use on the day of The Big Event. The map that will be used by the student participants on the day of The Big Event should be placed in a binder ordered by job number.
2. Next, the members should call the community resident to set up a time to check the job site. Once an appointment is set up, the partnership goes to meet with the recipient and do an evaluation of the job site. The Job Site Checklist Form should be filled out completely, and a general risk evaluation of the job should be done. The partnership should also go over the rules listed on the Recipient Indemnification and Liability Release Form and have the resident sign it. After the partnership has filled out the paperwork, gone over the rules with the recipient, and explained what will happen on the day of The Big Event, the partnership can leave.
3. The partnership should transfer the relevant information from the Job Site Checklist onto the Job Information Form (everything except students assigned, organization assigned, and tools allotted). The Job Site Checklist is then filed by job number by the partnership in a large binder. The Job Information Form is also filed by the job number in another binder.
4. The executives (or committee depending on the size of your organization) then go through the binders and check for risks and enter supplies needed and number of students needed into the computer program. If there are risk concerns with a job, the director and/or assistant director should decide how to handle the situation at this time by either canceling the job or finding a way to reduce the risk.

This procedure is followed for each job.

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# MEETINGS BREAKDOWN

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## Executive Meetings

The Big Event executive staff should meet once a week to discuss in-depth details of The Big Event business and planning. The director should develop an agenda for each week's meeting to ensure topics are covered as orderly as possible. This time allows the executives to give progress reports of the sub- committee's responsibilities to the director, while allowing the director to make sure the sub-committee goals are being met in a timely manner. This meeting gives all executives insight into what is happening on the various sub- committees. It also lets the executive staff to prepare for what will be covered at the week's general committee meeting. Length of each executive meeting will vary throughout the year, as some parts of the year are more hectic than others.

## Committee Meetings

Meetings should be held weekly to discuss and conduct the business of The Big Event. A general committee meeting is held first, followed by individual sub- committee meetings. This time should be used for committee announcements, listening to speakers, or participating in activities that will encourage the committee to bond and stay motivated. During the general committee meeting, questions, problems, and anything that impacts the entire committee are discussed. Each Executive partnership will give weekly updates and deliverables for the upcoming week. After the general committee meeting, the members break up to meet in their individual sub-committees led by their respective executives. Each sub-committee handles its specific business during this time, including delegation of responsibilities, deadline checks, and progress reports. Once these sub-committee meetings have been completed, the week's Big Event meeting is finished.



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# CONTACT INFORMATION

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Director: [\*tbedirector@aggienetwork.com\*](mailto:tbedirector@aggienetwork.com)

Associate Director: [\*tbeassociatedirector@aggienetwork.com\*](mailto:tbeassociatedirector@aggienetwork.com)

Operations: [\*tbeoperations@aggienetwork.com\*](mailto:tbeoperations@aggienetwork.com)

Development: [\*tbedevelopment@aggienetwork.com\*](mailto:tbedevelopment@aggienetwork.com)

Programs: [\*tbeprograms@aggienetwork.com\*](mailto:tbeprograms@aggienetwork.com)

Public Relations: [\*tbepublicrelations@aggienetwork.com\*](mailto:tbepublicrelations@aggienetwork.com)

Donor Relations: [\*tbedonorrelations@aggienetwork.com\*](mailto:tbedonorrelations@aggienetwork.com)

Recruitment: [\*tberecruitment@aggienetwork.com\*](mailto:tberecruitment@aggienetwork.com)

The Big Event at Texas A&M University  
127 John J Koldus Building  
College Station, Texas 77843  
(979) 845-9618  
[\*bigevent@bigevent.tamu.edu\*](mailto:bigevent@bigevent.tamu.edu)



# Job Site Checklist



## JOB SITE CHECKLIST FORM

Day of: Saturday, March 25, 2023

Last Day to Cancel: February 24, 2023

Job #: \_\_\_\_\_

Zone/Team #: \_\_\_\_\_

Job Check Date: \_\_\_\_\_

### RECIPIENT INFORMATION - Please use a ballpoint pen and write neatly!

Name: \_\_\_\_\_ Preferred Phone #: \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

City: ☐ Bryan ☐ College Station Zip: 778\_\_\_\_\_

OUTDOOR JOBS	INDOOR JOBS	JOB DESCRIPTION: Please write in complete sentences.
• _____	• _____	_____
• _____	• _____	_____
• _____	• _____	_____
• _____	• _____	_____
• _____	• _____	_____
<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	_____

### SUPPLIES NEEDED\* - For liability reasons, students will not be allowed to use power tools or any ladder over 6 ft tall.

# Job Site Is Providing	# TBE Is Providing		# Job Site is Providing	#TBE Is Providing		# Job Site is Providing	#TBE Is Providing
Ladders (not > 6 ft.) _____	_____	Mops	_____	_____	Hard Rakes	_____	_____
		Brooms	_____	_____	Hoes	_____	_____
		Dust Pans	_____	_____	Hedge Shears	_____	_____
		Garden Spades	_____	_____	Spade Shovels	_____	_____
		Hand Clippers	_____	_____	Flat Shovels	_____	_____
		Hammers	_____	_____	Trenching Shovels	_____	_____
		Saws	_____	_____	Tree Trimmers	_____	_____
		Leaf Rakes	_____	_____	Pair of Gloves	_____	_____

### Special Job Site Requests: (check all that apply)

☐ Intense Manual Labor ☐ Spanish Speaker ☐ Truck Needed ☐ Mask Preferred ☐ Handicap Accessible

Description of Special Request and Needs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# OF STUDENTS NEEDED _____	RAIN PLAN: If it rains, do you still want students to come? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list jobs to be completed. _____ _____ _____
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COMMUNITY T-SHIRT/YARD SIGN ORDER - T-shirts are \$10. The order link will be emailed to residents and t-shirts shipped directly to the job site location. Yard signs are \$10.

Yard Signs Order: (Y/N) If yes, please indicate how many. Total Quantity: \_\_\_\_\_

Total Price Yard signs: \_\_\_\_\_

### SIGNATURE

#### Requester

I understand that if approved, I will provide the above supplies on the day of March 25, 2023. I understand that if approved, as the day of permits and in accordance with the Recipient Indemnification & Liability Release Form, only the above stated job(s) will be performed on March 25, 2023.

Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Recipient Liability Release



## Recipient Indemnification and Liability Release

Job #: \_\_\_\_\_

Zone/Team #: \_\_\_\_\_

Job Check Date: \_\_\_\_\_

Office: (979) 845-9618 Website: [bigevent.tamu.edu](http://bigevent.tamu.edu)

(Initial) _____	I understand The Big Event is a one day volunteer service project occurring on <b>March 25, 2023</b> . Service projects for <b>The Big Event</b> are <b>expected to last no more than 4 hours</b> , and due to these time constraints, the entirety of the requested tasks may not be finished. In case of rain or other inclement weather or other incidents on the day of The Big Event, I understand that <b>The Big Event cannot guarantee the completion of the requested job</b> . I understand all jobs that are able to be performed will be, but due to insurance constraints, <b>The Big Event is unable to reschedule any jobs for a later date</b> . The Big Event reserves the right to cancel for any reason at any time.
(Initial) _____	I agree that <b>The Big Event and/or Texas A&amp;M University</b> are not responsible for any damages caused by volunteers and that the volunteers are not professionals and may not do a perfect job. Recipients shall protect, hold harmless and indemnify The Big Event and Texas A&M University against all liabilities, claims, suits, or demands for injuries or damages to any person and/or property growing out of his/her participation in The Big Event, <u>including acts or omissions constituting negligence by The Big Event, Texas A&amp;M University, or individual volunteers</u> . I understand that The Big Event is a recognized student organization and that The Big Event is not authorized to commit Texas A&M University to any part of this agreement. I understand that the students' on site actions at the job site must comply with applicable student rules, as well as, local, state, and federal laws. I understand The Big Event and/or participants are approved to take photos and/or videos to use for documenting purposes.
(Initial) _____	I understand that <b>only the jobs listed on the Job Site Checklist Form will be completed</b> , and participants are not required to complete any jobs not listed. I understand that under <b>no circumstances</b> are participants allowed to use power tools or ladders over 6 feet tall (this includes but is not limited to lawnmowers, vacuums, weed eaters, electric shears, etc.). If a painting job is requested, I understand <b>The Big Event will not provide supplies for painting</b> , and student participants will not be expected to both scrape and paint the day of The Big Event. The Big Event is not responsible for any damages incurred during painting. For any jobs requiring digging, <b>jobsite is required to mark out all underground utilities in advance</b> and that any damage caused will be the responsibility of the job requestor.
(Initial) _____	I certify that I am a resident of Bryan or College Station and that I am not a student of Texas A&M University. I certify that I am the owner or have obtained approval from the owner of the job site concerning the requested improvements. I understand that although I may own/operate multiple locations within the area served by The Big Event, I may only request a single job and someone else will have to submit and be authorized for all work being performed for any additional job site submission. I understand that I am to be physically present to provide guidance and suggestions or proxy with authority at all times while participants are present and performing the job on March 25, 2023.  If a proxy is assigned, please indicate legal name and phone number. _____
(Initial) _____	I understand that <b>The Big Event reserves the right to terminate any job at any time for any reason without prior notice</b> . I understand that I, as the Job Recipient, have the right to terminate volunteer services. If I would like to cancel my job, I must do so by <b>February 24, 2023</b> . To cancel your job, please call <b>The Big Event office at (979) 845-9618</b> .

\_\_\_\_\_  
(Requester Print Name)                      (Requester Signature)                      (Cell Phone)                      (Date)

If you have any questions or concerns, please contact the following Big Event Staff Members:

\_\_\_\_\_  
(Print Name)                      (Signature)                      (Cell Phone)                      (Date)

\_\_\_\_\_  
(Print Name)                      (Signature)                      (Cell Phone)                      (Date)

*In the event Texas A&M University makes changes to their COVID 19 policy guidelines for participation in The Big Event 2023 will also change. Residents must agree to these changes in order to participate or their job will be canceled. Changes in guidelines will be communicated through email.*



# Biography and Risk Evaluation



## REQUESTER BIOGRAPHY & RISK EVALUATION FORM

Job #: \_\_\_\_\_  
Zone/Team #: \_\_\_\_\_  
Job Check Date: \_\_\_\_\_

**REQUESTER BIOGRAPHY**- Please write the biography in complete sentences. Add sentences that describe the requester (i.e., family information, children, years lived in B/CS, occupation, interesting facts, reason for participating, personal history, etc.). The students participating will read this word for word on the Day-Of, so please be **descriptive** and **informative**.

**Requester Name:** \_\_\_\_\_ **Years Participated in The Big Event:** \_\_\_\_\_

**Requester Biography:** \_\_\_\_\_

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### **RISK EVALUATION** (Complete the following section by writing **yes** or **no** as answers)

- 1) \_\_\_\_\_ Is there a pet or other animals present at the job site?  
If **yes**, what type of animals? \_\_\_\_\_
- 2) \_\_\_\_\_ Are there dangerous/ hazardous insects or animals present at the job site?  
If **yes**, please explain what. \_\_\_\_\_
- 3) \_\_\_\_\_ Does the job site appear to be a safe working environment (neighborhood, property, recipient)? If **no**,  
please explain why. \_\_\_\_\_
- 4) \_\_\_\_\_ Overall, do you **both** think we should accept this job?  
If **no**, please explain why. \_\_\_\_\_
- 5) \_\_\_\_\_ Overall, were you comfortable at this job site?  
If **no**, please explain why. \_\_\_\_\_
- 7) Please address any additional risks/ comments not specified above. Details on any happening on the day of or info on job site.

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I confirm that I have personally checked this job site and to the best of my knowledge, and the information listed on this risk evaluation form is correct.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Cell Phone)

\_\_\_\_\_  
(Date)

Talent Release/Media Job - Should this job be a media job and why?

☐ Yes

- ☐ The requester has a really good story.
- ☐ The requester is a large donor.

☐ No

- ☐ The job site is a home to a very wealthy family. (Not great for PR)
- ☐ Other