**DAILY**

**Event:** Engineering Information Sessions (EIS)

- **Date:** Daily - Monday through Friday (August 22 - December 9)
- **Start/End Time:** 11:30 am - 12:20 pm
- **Arrival Time:** 11:15 am
- **Location:** See below
- **# Ambassador Needed:** 1
- **Event Guests:** High school students and their families
- **Event Type:** Information session - provide details regarding the First Year Engineering program.
- **Facilitator Y/N:** N
- **Dress:** Normal classroom attire or Ambassador polo shirt
- **Point of Contact:** David Bowker (765) 494-3975 or dbowker@purdue.edu

**DATES**

- **August 22 - 31**
- **September 2-30 MWF only (except 9/5, Labor Day)**
- **October 3 - 31 M-F (except 14, 21, 27, 28)**
- **November 1- 30 M-F (except 11/17, and 23-25)**
- **December 1-9**

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**SEPTEMBER**

**Event:** Football Suite - Middle Tennessee State

- **Date:** Saturday, Sept. 3
- **Start/End Time:** 12 - 4 pm
- **Arrival Time:** 11:15 am
- **Location:** Ross Ade Pavilion - Suite 401
- **# Ambassador Needed:** 1
- **Event Guests:** Engineering Alumni
- **Event Type:** Football Game
- **Facilitator Y/N:** N
- **Dress:** Ambassador polo w/ dress slacks or khaki's, name badge
- **Point of Contact:** David Williams (765) 427-0527, Director of Advancement or Missy Davies (765) 479-4653
- **Duties:** Greet guests, assist with food & drinks, take pictures, mingle

**Event:** CoE Alumni Cookout - Class of 1961

- **Date:** Friday, Sept. 16
- **Start/End Time:** 11:30 am - 1:00 pm
- **Arrival Time:** 10:30 am
- **Location:** Purdue Mall (raised area on mall between MSEE & Hovde
- **# Ambassador Needed:** 3
- **Event Guests:** Engineering alumni, Class of 1961, Engineering Alumni Assoc. Board members.
- **Event Type:** Informal lunch
- **Facilitator Y/N:** Y - prepare 2-3 minute remarks focusing on alumni impact on current students
- **Dress:** Khaki's or dress pants with Ambassador polo
- **Point of Contact:** Sam Genson (765) 430-5454 or Missy Davies (765) 479-4653
- **Duties:** Greet guests, assist with registration & name tags, host lunch table.
### September

**Event:** Engineering Family Day  
**Date:** Saturday, Sept. 17  
**Start/End Time:** 9 - 11 am  
**Arrival Time:** 8 am  
**Location:** Purdue Mall (raised area on mall between MSEE & Hovde  
**# Ambassador Needed:** 12 total - 2 shifts, set-up and tear down  
**Event Guests:** Purdue students & families, alumni and friends  
**Event Type:** pre-football activities  
**Facilitator Y/N:** N  
**Dress:** Khaki's or nice jeans with Ambassador polo, name badge  
**Point of Contact:** Sam Genson (765) 430-5454  
**Duties:** Help with hospitality tent and table set-up and take down, greet alumni & guests, refreshments table. Mingle, director visitors, etc.

**Event:** Football Suite - Southeast Missouri State  
**Date:** Saturday, Sept. 17  
**Start/End Time:** 12 - 4 pm  
**Arrival Time:** 11:15 am  
**Location:** Ross Ade Pavilion - Suite 401  
**# Ambassador Needed:** 1  
**Event Guests:** Engineering alumni  
**Event Type:** Football game  
**Facilitator Y/N:** N  
**Dress:** Khaki's or dress pants, Ambassador polo, name badge  
**Point of Contact:** David Williams (765) 427-0527, Director of Advancement  
**Duties:** Greet guests, assist with food & drinks, take pictures, mingle

**Event:** Engineer of 2020 Dinner  
**Date:** Monday, Sept. 19  
**Start/End Time:** 6:30 - 8:30 pm  
**Arrival Time:** 5:30 pm  
**Location:** Ross Ade Pavilion - Shively Club  
**# Ambassador Needed:** 3  
**Event Guests:** 2020 guests and committee members  
**Event Type:** Reception & Dinner  
**Facilitator Y/N:** N  
**Dress:** Business Attire  
**Point of Contact:** Sam Genson (765) 430-5454  
**Duties:** Assist with registration table, host dinner table
**September**

**Event:** Engineer of 2020 Meeting  
**Date:** Tuesday, Sept. 20  
**Start/End Time:** 11:30am - 1:00pm  
**Arrival Time:** 11:00 am  
**Location:** Ross Ade Pavilion - Shively Club  
**# Ambassador Needed:** 2  
**Event Guests:** 2020 guests and committee members CoE faculty & staff  
**Event Type:** Lunch  
**Facilitator Y/N:** Y - prepare 2-3 minutes remarks  
**Dress:** Business Attire  
**Point of Contact:** Sam Genson (765) 430-5454  
**Duties:** Assist with registration table, host dinner table

**Event:** Armstrong Hall Tour  
**Date:** Monday, September 26  
**Start/End Time:** 4 - 4:30 pm  
**Arrival Time:** 3:45 pm  
**Location:** Armstrong Hall, Kurz Atrium  
**# Ambassador Needed:** 1  
**Event Guests:** parents of National 4-H Engineering Challenge students  
**Event Type:** Building tour, main floor and lower level labs  
**Facilitator Y/N:** N  
**Dress:** Ambassador polo w/ nice jeans or khaki’s, name badge  
**Point of Contact:** Missy Davies (765) 479-4653  
**Duties:** Greet guests, show main areas of Armstrong Hall on 1st floor and lower level.

**OCTOBER 2011**

**Event:** Football Suite - Notre Dame  
**Date:** Saturday, Oct. 1  
**Start/End Time:** 8 pm - midnight  
**Arrival Time:** 7:15 pm  
**Location:** Ross Ade Pavilion - Suite 401  
**# Ambassador Needed:** 1  
**Event Guests:** Engineering alumni  
**Event Type:** Football game  
**Facilitator Y/N:** N  
**Dress:** Khaki’s or dress pants, Ambassador polo, name badge  
**Point of Contact:** David Williams (765) 427-0527, Director of Advancement  
**or Missy Davies (765) 479-4653**  
**Duties:** Greet guests, assist with food & drinks, take pictures, mingle
### Chemical Engineering 100th Anniversary Celebration

- **Date:** Friday, Oct. 7
- **Start/End Time:** 6:30 - 9 pm
- **Arrival Time:** 5:30 pm
- **Location:** PMU North & South Ballrooms
- **# Ambassador Needed:** 4 (ChE preferred if possible)
- **Event Guests:** ChE alumni, friends, faculty and staff
- **Event Type:** Dinner
- **Facilitator Y/N:** N
- **Dress:** Business attire
- **Point of Contact:** Sam Genson (765) 430-5454
- **Duties:** Greet guest, help with registration & nametags, host dinner table

### Football Suite - Minnesota

- **Date:** Saturday, Oct. 8
- **Start/End Time:** TBA
- **Arrival Time:** 45 minutes before kick-off
- **Location:** Ross Ade Pavilion - Suite 401
- **# Ambassador Needed:** 1
- **Event Guests:** Engineering alumni
- **Event Type:** Football game
- **Facilitator Y/N:** N
- **Dress:** Khaki’s or dress pants, Ambassador polo, name badge
- **Point of Contact:** David Williams (765) 427-0527, Director of Advancement or Missy Davies (765) 479-4653
- **Duties:** Greet guests, assist with food & drinks, take pictures, mingle

### Engineering Advisory Council (EAC) Dinner

- **Date:** Thursday, Oct. 13
- **Start/End Time:** 6:30 - 9 pm
- **Arrival Time:** 5:30 pm
- **Location:** Armstrong Hall, Kurz Atrium
- **# Ambassador Needed:** 3
- **Event Guests:** EAC & Engineering Leadership Team, CoE Strategic Plan team leaders
- **Event Type:** Dinner
- **Facilitator Y/N:** Y - prepare 2-3 minute remarks
- **Dress:** Business attire
- **Point of Contact:** Sam Genson (765) 430-5454
- **Duties:** Greet guests, assist with registration & nametags, host dinner table.
**OCTOBER 2011**

Event: **Engineering Homecoming Activities**

| Date: | Saturday, Oct. 22 |
| Start/End Time: | 9 - 11 am |
| Arrival Time: | 8:00 am & 9:30 am |
| 1st shift 8 am - 10 am |
| 2nd shift 9:30 am - 11:30 am |
| Location: | Armstrong Hall, Kurz Atrium |
| # Ambassador Needed: | 10 total, 2 shifts |
| Event Guests: | Purdue alumni & friends |
| Event Type: | pre-game activities |
| Facilitator Y/N: | N |
| Dress: | Khaki's or nice jeans, Ambassador polo, name badge |
| Point of Contact: | Sam Genson (765) 430-5454 or Missy Davies (765) 479-4653 |
| Duties: | Help with table set-up and tear down, greet alumni & guests, help Engineering Alumni Assoc. board members with information table. |

Event: **Football Suite - Illinois (Homecoming)**

| Date: | Saturday, Oct. 22 |
| Start/End Time: | 12 - 4 pm |
| Arrival Time: | 11:15 am |
| Location: | Ross Ade Pavilion - Suite 401 |
| # Ambassador Needed: | 1 |
| Event Guests: | Engineering alumni |
| Event Type: | Football game |
| Facilitator Y/N: | N |
| Dress: | Khaki’s or dress pants, Ambassador polo, name badge |
| Point of Contact: | David Williams (765) 427-0527, Dir. of Advancement or Missy Davies (765) 479-4653 |
| Duties: | Greet guests, assist with food & drinks, take pictures, mingle |

Event: **CoE Dean's Club Dinner**

| Date: | Saturday, Oct. 22 |
| Start/End Time: | 4 - 7 pm |
| Arrival Time: | 3:15 pm |
| Location: | PMU South Ballroom |
| # Ambassador Needed: | 5 |
| Event Guests: | CoE Dean’s Club members, faculty & Emeritus faculty |
| Event Type: | Dinner |
| Facilitator Y/N: | Y - prepare 2-3 minute remarks |
| Dress: | Khaki's or dress pants, Ambassador polo, name badge |
| Point of Contact: | Sam Genson (765) 430-5454 or Missy Davies (765) 479-4653 |
| Duties: | Greet guests, assist with set-up, registration table & name tags, host dinner table. |
OCTOBER 2011

Event: **Engineering Staff Awards of Excellence**
- Date: Friday, Oct. 28
- Start/End Time: 6:30 - 9 pm
- Arrival Time: 5:30 pm
- Location: Ross Ade Pavilion - Shively Club
- # Ambassador Needed: 3
- Event Guests: CoE faculty & staff, guests of awardees
- Event Type: Dinner
- Facilitator Y/N: Y - prepare 2-3 minute remarks
- Dress: Business attire
- Point of Contact: Sam Genson (765) 430-5454
- Duties: Greet guests, assist with registration table & name tags, host dinner table, teardown

NOVEMBER 2011

Event: **Named & Distinguished Faculty, Faculty Scholars Lunch**
- Date: Monday, Nov. 7
- Start/End Time: 12 - 1:30 pm
- Arrival Time: 11:15 am
- Location: PMU West Faculty Lounge
- # Ambassador Needed: 3
- Event Guests: CoE faculty and staff
- Event Type: Luncheon
- Facilitator Y/N: Y - prepare 2-3 minute remarks
- Dress: Business attire
- Point of Contact: Sam Genson (765) 430-5454
- Duties: Greet guests, assist with registration table and name tags, host dinner table, tear down.

Event: **Football Suite - Ohio State**
- Date: Saturday, Nov. 12
- Start/End Time: TBA
- Arrival Time: 45 minutes before kick-off
- Location: Ross Ade Pavilion - Suite 401
- # Ambassador Needed: 1
- Event Guests: Engineering alumni
- Event Type: Football game
- Facilitator Y/N: N
- Dress: Khaki's or dress pants, Ambassador polo, name badge
- Point of Contact: David Williams (765) 427-0527, Dir. of Advancement or Missy Davies (765) 479-4653
- Duties: Greet guests, assist with food & drinks, take pictures, mingle
### Football Suite - Iowa

<table>
<thead>
<tr>
<th>Date</th>
<th>Saturday, Nov. 19</th>
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<tbody>
<tr>
<td>Start/End Time</td>
<td>TBA</td>
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<tr>
<td>Arrival Time</td>
<td>45 minutes before kick-off</td>
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<tr>
<td>Location</td>
<td>Ross Ade Pavilion - Suite 401</td>
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<tr>
<td># Ambassador Needed</td>
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<tr>
<td>Event Guests</td>
<td>Engineering alumni</td>
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<td>Event Type</td>
<td>Football game</td>
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<td>Facilitator Y/N</td>
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