

## 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*

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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.*

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## September

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### 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.*

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### 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  
or Missy Davies (765) 479-4653  
Duties: *Greet guests, assist with food & drinks, take pictures, mingle*

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### 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*

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## 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*

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### 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 ares of Armstrong Hall on 1st floor and lower level.*

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## 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*

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## OCTOBER 2011

### Event: **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*

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### Event: **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*

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### Event: **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.*

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## 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.*

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### 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*

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### 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.*

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## 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*

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## 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.*

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### 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*

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## NOVEMBER 2011

### Event: **Football Suite - Iowa**

Date: Saturday, Nov. 19  
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*

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