

# SUCO Managers- Job Expectations

## **Seminar manager**

Most work is pre SuCo  
Gather seminar teachers, topics, descriptions  
Announce that sessions will be recorded - maybe  
Responsible for putting recording devices in classrooms  
Assign classrooms at Laguna with Cathy once we know what we have available.  
\*Note that Classrooms 1&2 are different than Gulfside Classrooms 1&2

## **Emcee:**

Night one: Laguna rules, SuCo rules, tips/suggestions on how to have a successful week. (sunscreen, hygiene, hydrate, etc)  
Book Blurb  
Look for opportunities to highlight multiple types of campuses. Not just SEC schools - smaller, private, commuter, newer RUFs, etc.  
Coordinate with LG liaison and sound guys about the slide show and announcements.  
Sound guys need to know about any special needs (video clips, multiple mics, etc)  
Weekly manager should communicate with LG Liaison about what needs to be announced

## **Large Group Slides:**

Coordinate with emcee, musicians, and speaker to create slides for Large Group and run slide shows at each large group.  
Establish a deadline for when announcements need to be submitted in order to have a slide prepared.

## **Music Equipment:**

Coordinate with the AV team to make sure we have speaker equipment and song selection lined up for BBQ, free time at the beach, and dance party.

## **Parking:**

Meet with Laguna Office or Weekly Director to clarify where students can and cannot park. (There may be staff lots/assigned parking spots that we need to honor)  
Assign team members to be out and visible on Monday afternoon as students arrive. Students will need to be told where to park.  
Large weeks - we have been able to utilize the parking lot at St Thomas by the Sea Episcopal Church. Contact them a month prior to ask permission.

## **LG Liaison:**

Establish a meeting time with Emcee, Sound Guys, Worship Leader, and Slide Person  
You need to make sure everyone is on the same page and has clear understanding of what's needed in LG and what will be happening each night.  
You are point of contact with Guest Speaker so make sure he knows transition for going on stage.

## **Facilities:**

Make sure chairs are set up in seminar rooms  
Unlock seminar rooms  
Unlock doors in general

All requests go through the app (i.e. linens, toilet paper, clogged toilet, locked out of room)

Delegate someone to stay back on night out to keep the key and unlock doors if necessary

**Rec:**

Responsible for games, tournaments, etc. throughout the week  
Team brings out equipment for beach games  
Responsible for filling up water coolers and keeping them full  
Makes announcements at LG each night

**Safety:**

Lust bust - make sure students are in rooms by 12am  
Patrol around campus and on beach during the day/night

**Beach Equipment Transportation:**

Responsible for getting chairs, umbrellas, kayaks, paddle boards down to the beach  
Set up in the morning before seminars. Coordinate with Waterfront on when equipment should be taken up in the afternoon.  
Ideally this team needs 15-20 people

**Waterfront:**

Responsible for managing use of paddle boards, kayaks by students  
Set up in a clearly visible location each day so students know where to find you

**Vendor Liaison:**

Responsible for speaking to vendors before SuCo and communicating any needs with the weekly director.  
Book vendor  
A/C vendor  
Nurse  
Outside guests (MTW, MNA, Covenant, etc.)

**DJ/Karaoke Coordinator:**

Select music for dance party and run dance party

**Small Groups**

Coordinate small group questions with speaker and assign small groups

**Parking**

Coordinate parking instructions for arrival and dinner night out

**Admin Helper**

Help Cathy Wilkins with all administrative needs