

The University of Texas System Founders Day

PREPARATION LIST

The University of Texas System (UT System) Founders Day was developed by the UT System EAC and endorsed by the UT System Board of Regents in November 2013. In hopes of recognizing the founding date of UT System the date chosen for celebration is the second Friday of November each year. Although we are 15 individual campuses with approximately 90,000 faculty and staff, and 216,000 students, we are all one family under The University of Texas System. The hope is to have one day to represent our family, our unity, and our pride in being a part of UT System.

To Do	Contacts	Start Process	Completed	Notes
Present previous year's work and events to Staff Council, Business Affairs members, President's staff, Media Office to remind, celebrate and build momentum for upcoming planning.	Staff Council, Business Affairs, President's office, Media, Student Council	First part of September	End of September	Build a standing committee from this group with obtainable goals and deadlines owned by each member to create a larger celebration or more meaningful celebration each year. One goal may be forming a partnership or joint event with a nearby campus each year for student and or staff exchange of information, leadership or just fun.
Initial Group Meeting – invite your staff advisory council and possibly your special events council		First part of September		Prepare a timeline and assign duties Decide how you will show appreciation for that year
Meet with your President/Leadership		Early October	2 weeks prior to even date	Ask them to send a letter to campus supporting the day
Parking				Special events for offsite staff
Marquee		2-3 weeks prior to event date	Week of event	Run Information for 1 week
Facilities Management		2-4 weeks prior to event date	Day of	Trashcans, tables, chairs
Set up deals/discounts		4-6 weeks prior to event date	Day of	Starbucks, Campus Bookstore
Contact groups on campus		6-8 weeks prior to event date		To participate with a table and swag Have a table for the EAC with your rep present
Create Flyers, Create a web announcement or presence announcing the event with possible t-shirt prizes or President/Provost signed copies of the System Maps for volunteers or speakers.		1 month prior to event date	2 weeks prior to event date	Hang them around campus. Send out with President's email
Ask to be in the campus newsletter		6-8 weeks prior to event date		Event should be placed in Campus' November newsletter
Invite DJ/Food Trucks				
Invite all employees to wear their UT campus shirt	Marketing/Communications Dept	1 week prior to event date		Advertise on daily announcements and/or website banner 1 week prior to event date

Send out e-mail of our collage with final announcement	Human Resources/ Public Affairs	2 nd Friday in November (day of event)		
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Ideas to show appreciation:

- Ice Cream – Free dessert from cafeteria or wrap granola bars with special UT System Day label to distribute
- Thank you notes delivered to each office
- Campus and/ or EAC giveaways (if your campus has in stock)
- Continental Breakfast
- Small fair with networking sessions or after work bowling event that participant's self-support which benefits staff or students on this day. Maybe even pie in the face type offerings to add fun and benefit scholarships or charity.
- Football or Athletic involvement in the day or days leading up to this event. Announcing it on the jumbo screen or showing staff/faculty/student videos of recognition.

General Note:

- Communication between campuses at established deadline points to gauge progress will be good motivators for some committee members who have not been involved previously or who are not sure of releasing funds.