# University of Pittsburgh at Johnstown Blue and Gold Society

#### **Our Mission**

Blue and Gold Society Members are student representatives of the Pitt Johnstown Alumni Association. We add value to university related programs and community-wide events by strengthening the relationship among alumni, student, faculty, staff, and friends.

## **Request Form**

#### Here is how we can add value to your event:

- Welcome and introduce speakers
- Promote the Pitt Johnstown Alumni Association
- Speak on behalf of the University from a student perspective
- Initiate positive dialogue related to the goals of the event
- Assist in recognizing award recipients, donors, dignitaries, etc.
- Host dinner guests
- Promote great spirit

Please submit requests at least three weeks in advance of your event date to the address below.

Today's Date://	Event Date:/	Respond by:/
Event Contact Name	Campus Dept. /Company	Phone
Title of Event:		
Event Location:		Number of Members Needed:
Purpose of Event:		
Blue and Gold Society Attire:  Arrival Time::	Formal (suit) Casual (rugby	
Return to: Jacqueline M. Ivock	If you have que	stions or need additional information,

Return to: Jacqueline M. Ivock
Blue and Gold Society Advisor
Facilities Management

If you have questions or need additional information, contact Jacqueline Ivock at 814-269-7130 or by email at ivock@pitt.edu.

### **Blue and Gold Society Events**

Spokesperson and Volunteer Form

Event:	Location:	Date:	Time:	Attire:
				Casual Uniform
				Formal Uniforn
Event		_		
Coordinator:	Phone number:	Em	ail:	Other:
Last Name:	First Name:	Phone:		Email:
Member Review:				
Member Review:				
Member Review:  Event Review:  Suggestions:				
Event Review:				
Event Review:				
Event Review:				

- 1) Call event coordinator to introduce yourself and request information
- 2) Update Society members of any important information
- 3) Sent out email reminder of time, location, and dress code for event
- 4) At the event, introduce yourself and Society members to event coordinator
- 5) Email the Event Coordinator to thank him for asking the Blue and Society to help
- 6) Write a review of the event and present this to the Society at the next general body meeting