



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

The Engineering Society of Queen's University Presents...

ILC Escape Rooms

Coordinator- EngVents

Events



ILC Escape Rooms Coordinator Description

Purpose/ Main Goal:

EngVents is a committee that organizes roughly one fun event each month that brings the Queen's Engineering community together. The events are open and welcoming to all years and disciplines, which highlights the Engineering Society's value of inclusivity and community. These events are very valuable as they encourage teamwork, creativity and leadership. The ILC Escape Room Challenge is a new event whereby teams must quickly solve puzzles and obstacles in the ILC. The teams with the fastest times receive a cool prize.

Job Description:

This role is in charge of all logistics related to the ILC Escape Room Challenge. This requires the coordinator to work with other passionate and driven EngVents committee members to ensure the success of EngVents. In this role, you will gain experience with all aspects of event planning, such as logistics, budgeting, ticket sales and running an event. It is a very rewarding role as you get to witness all your hard work come together in a fun, community building event.

Responsibilities:

1. Organize event logistics, such as the venue, sanctions from the AMS and gathering all the equipment and materials needed.
2. Create a timeline/schedule.
3. Organize the teams.
4. Book rooms in the ILC.
5. Communicate the rules of the event.
6. Market and promote the event, through Facebook, posters and other advertisements.
7. Gather prizes and other materials.
8. Run the event.
9. Set up and take down the venue.



Time Commitment:

1-2 hours/ week.

Skills:

Required	Gained
<ul style="list-style-type: none">• Teamwork• Leadership• Organization• Time Management• Interpersonal Skills (i.e. "People Skills")• Responsibility• Logistical Skills (i.e. Event Planning, Organization of People)• Enthusiasm	<ul style="list-style-type: none">• Experience with event planning, logistics and management• Connections within the society• Teamwork• Leadership• Experience working with a budget

Daily Tasks:

- Plan the logistics of the event.
- Check and respond to emails as required.
- Communicate with the rest of the EngVents team.

Timeline:

- **Hiring:** October
- **Training:** October
- **Busy Periods:** Leading up to the event (January/February)



Meetings Attended:

Meeting Name	Approximate Length	Frequency
EngVents Committee Meeting	1-2 hours	Biweekly * more meetings are required closer to the event date.

Incumbent Will Work With:

Role	Involvement Summary
EngVents Committee	Collaborate and provide assistance with other events as needed.
EngVents Chair	In charge of all events in EngVents. All major decisions are overseen by the Chair.
Escape Room Co-Coordinator	Work in a team of two to plan the event.

Past Incumbents:

Name	Year(s) in Position	Email address
Emily Mundy	2016/2017	14em62@queensu.ca

If you're interested in *ILC Escape Rooms Coordinator EngVents*, you may also be interested in...

- Other EngVents Coordinators, such as the Chair, Chutes and Lattes, the Boat Cruise and the Food Drive.
- The chair or planning committee for other events, such as Movember, EngRugby and EngWeek.
- Director of Events
- Conference planning committees.
- Orientation Week committees (e.g. FREC Committee, Chief FREC, Orientation Chair, OTIS, Water Team).