



MARKETING AND OUTREACH COMMITTEE AGENDA

1. Call to Order: 4:46 PM
2. Roll Call & Verification of Quorum: 4/5

Name	Email	Initial	Final
Chair Victoria Calloway	sgec10@ucf.edu	P	P
Vice Chair Jada Wesley	sgec12@ucf.edu	P	P
Commissioner Alyssia Wright	sgec3@ucf.edu	P	P
Commissioner Bryan Gonzalez	sgec13@ucf.edu	E (P 5:00)	P
Commissioner Emily Melo	sgec14@ucf.edu	P	P

- a. Approval of the Minutes: [09.08.2025](#) **Approved by GC**
- b. Approval of the Agenda: **Approved by GC**
- c. Open Forum
 - a. None
- d. Announcements from Chair
 - a. Accomplishments/ Updates from Last Week
 - i. [FAQ Outline](#) has been finalized
 - ii. [Asana](#) has been launched
 - iii. Headshots are still TBD
 - iv. FAQ shoot day is also TBD
 - b. SGLC
 - i. Just a quick reminder the first day of SGLC is this Wednesday so if you can attend it would be lovely to see you all there.
 - c. FAQ Reel Update
 - i. I have reached out to Gaby to schedule the soonest date possible to start shooting our FAQ reel as the posting date is October 20th, which means it needs to be shoot & approved by October 6th
- e. Announcements from Vice Chair

This meeting is held in compliance with the Government in the Sunshine Act. Funded by the Activity and Service Fee through the UCF Student Government.



ELECTION COMMISSION

UCF Student Government
Marketing and Outreach Committee Meeting
Charge on Chamber
September 15th, 2025
4:30 PM

- a. Returning to Office
 - i. I am back from hiatus. Still healing and recovering so a bit fragile. I am a huge caution tape, so beware.
- b. Streamling Communication + HeadStart
 - i. Chair Calloway and I went over some ways to streamline communication because we will be dealing with a lot of moving tasks at once. This includes adding subtasks to Asana of specific steps as we move forward with brochures and marketing materials. I highly recommend going into our [past election materials](#) this week to get some ideas for a head start so if you have not done that, I would recommend just looking over those again to see the various components of the tasks we are working on. (E.G.) - There is a different brochure for each college. Candidate brochures will require a Google form sent out etc. This way we can stay up to date further on what to expect as we begin our tasks. Of course, if you have any questions, you can reach out to us.
- c. Email Signature Formatting
 - i. Finally, for our RSO email blasts. Please once again make sure your email signatures are fully updated and formatted correctly. I know we have already updated them as a commission, but I want to double check once again for any errors to maintain professionalism as we are the ones in charge of outreach communications. If you could email something to me, and CC Chair Calloway and Assistant Supervisor Collazo that would be wonderful! I am looking forward to beginning our Materials and seeing the RSO presentations today.
- f. Announcements from Committee Members
 - a. None
- g. New Business
 - a. Email Blasts
 - i. I have finished the draft of the email blast for our RSO outreach and have linked it below for us to look at
 - 1. [Email Blast Draft](#)
 - ii. I have finished the draft of the email blast for our RSO outreach and have linked it below for us to look at. If you all have any changes or suggestions, you would like to add to this now is the perfect time to let me know before we take it to the GBM for final confirmations
 - b. FAQ Reel Location
 - i. Where do we think the best location is for this shoot? Inside? Or outside; where natural lighting is provided depending on the weather...
 - c. RSO Presentation
 - i. [Presentation](#)

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1. Should we add the presentation link into the email to RSO's for a preview?
- d. RSO Commissioner Categories
 - i. I have listed all 44 categories in the Asana Task Board under "RSO & Outreach" we can go through these today and assign them accordingly and evenly.
- e. Pamphlets/Brochure Essentials
 - i. Brochure for each Senate College
 1. What does this look like?
 - a. Is it the same as the candidate brochure? Each college has a brochure dedicated to the candidates that are running?
 - ii. Candidate Brochure
 1. [Combined COS Brochure.pdf](#)
 - iii. Voting Brochure
 1. [1.png](#)
- f. Volunteer Pins
 - i. Jada will be working on the Volunteer Pins that are our ELCers and UCF volunteers will be wearing
- h. Miscellaneous Business
 - a. Commissioner Wright: In the Spring we can add the info dates and events to the email blasts
 - i. Chair Calloway: Yes, we will be doing more email blasts in the future to RSO's and Colleges in the spring so the template will change
- i. Final Roll Call: 5/5; Same as Initial +1
- j. Adjournment: 5:28 PM

Key:

- P - Present
- A - Absent
- E - Excused
- MTD - Move to Debate
- MTV - Move to Vote
- MTA - Move to Amend
- MSQD - Motion for Speech, Questioning, & Debate Time
- PP - Postpone
- PPI - Postpone Indefinitely
- GC - General Consent

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