



## OFFICE DECORATING CONTEST

To fully get into the Homecoming spirit, all offices are encouraged to decorate their space for the Annual Homecoming Office Decorating Contest. This not only helps get your office in the spirit of Homecoming, but also the students, faculty and staff visiting your offices excited! And you can win a great prize if are the University-wide Grand Prize Winner!

### Office Decorating Guidelines

#### DATES:

- Complete and submit your office decorating registration form to Student Involvement, Student Union, Room 218 or email [sghomecoming@fau.edu](mailto:sghomecoming@fau.edu) by Monday, October 22, 2018 to sign up to be a part of the contest. You can decorate without registering, but your office will not be judged as part of the contest.
- You may begin decorating at 8 a.m. on Friday, November 2.
- Office decorating must be completed by 9 a.m. Monday, November 4.
- Judging will take place on Tuesday, November 5 and Wednesday, November 6.
- The grand prize winning office will be announced on Saturday, November 10 at the Homecoming Football Game.

#### RULES:

- Use removable adhesives in decorating. (No nails, staples or duct tape)
- Decorations should not impede entrance or egress. (Doorknobs and locking mechanisms should still work.
- Decorations should not interfere with teaching or learning.
- Be mindful of fire safety issues when decorating, i.e. don't hang crepe paper streamers from the sprinklers.
- Extension cords should be used with caution; avoid placing them where they might cause a hazard and tape down cords to the ground.
- Use of recycled materials is encouraged.
- Adhere to the theme of Homecoming (FAU spirit and pride)
- Vandalism of decorations will not be tolerated and will result in disqualification from contest.

#### JUDGING:

- Offices will be judged on the following criteria: Creativity, Theme, Originality, Construction and Spirit. Each of the areas listed above is worth 20%.
- See next page for judging criteria descriptors:

Student Involvement/Homecoming • 777 Glades Road • Boca Raton, FL 33431  
tel: 561.297.3735 • [sghomecoming@fau.edu](mailto:sghomecoming@fau.edu) • [www.fau.edu/homecoming](http://www.fau.edu/homecoming)



<b>Category</b>	<b>Possible Descriptors</b>
CREATIVITY	Artistic design Colorful Novel use of materials
THEME	Adheres to theme of Homecoming 2018: Atlantic Awakens Includes references to Intercollegiate Athletics, FAU, the Owls, etc.
ORIGINALITY	Unique approach to the theme Novel use of materials
CONSTRUCTION	Neat and tidy Follows safety or material rules Sturdy construction of display
SPIRIT	Uses team mascots, colors, logos Avoids offensive displays Go OWLS!

**PRIZES:**

- One University-wide Grand Prize Winner will be selected in the Homecoming Office Decorating Contest. In addition, this office will also receive a plaque recognizing their award (the plaque will be distributed by December 2018).
- One 1<sup>st</sup> place winner will also be selected to represent each campus (Boca Raton, Broward, and Jupiter). These offices will win a plaque (the plaque will be distributed by December 2018).

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