**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, Room220 or email sghomecoming@fau.edu by Friday, October 16, 2015 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 Monday, October 19
* Office decorating must be completed by 6 p.m. Friday, October 25.
* Judging will take place on Tuesday, October 27 and Wednesday, October 28.
* Decorations need to be taken down and removed no later than 5 p.m. on Monday, November 2.
* The grand prize winning office will be notified on Saturday, October 31st at the 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.
* Spend no more than $100 for new materials; 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:

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| **Category** | **Possible Descriptors** |
| CREATIVITY | Artistic designColorfulNovel use of materials |
| THEME | Adheres to theme of Homecoming 2015: Owls: Agents of ChangeIncludes references to Intercollegiate Athletics, FAU, the Owls, etc. |
| ORIGINALITY | Unique approach to the themeNovel use of materials |
| CONSTRUCTION | Neat and tidyFollows safety or material rulesSturdy construction of display |
| SPIRIT | Uses team mascots, colors, logosAvoids offensive displaysGo 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 2015).
* One 1st 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 2015).

**Homecoming Office Decorating 2015**

Homecoming Office Decorating Registration Form

 Department Name: Department Team

Captain:

Phone: E-mail Address:

FAU Campus: Boca Raton Broward Campuses

 Jupiter

Building:

 Room Number:

I have read and agree to comply with the guidelines of the Office Decorating Contest and understand that I am responsible for communicating them to my department.

Department Team Captain Signature

Department Dean/ Director Signature

Please turn this form Turn form into Student Involvement, Student Union Room 218 by Friday, October 16, 2015 or email to sghomecoming@fau.edu .