EVENT MANAGEMENT INTERNSHIP PROGRAM INFORMATION

FLORIDA SPORTS FOUNDATION
101 N. Monroe Street #1000
Tallahassee, FL 32301
(850) 488-8347
www.flasports.com
FLORIDA SPORTS FOUNDATION INTERNSHIP PROGRAM

The Florida Sports Foundation, Inc. is a 501(C)3 non-profit corporation, serving as the Sports Industry Development Division of Enterprise Florida, Inc. The mission of the Florida Sports Foundation is to:

- Assist Florida’s communities with securing, hosting and retaining Sporting events and sports related business that generate significant economic impact and Sports Tourism for the state of Florida through the Foundation’s grant programs, legislative initiatives and Industry Partner service, recognition and development.
- Provide the citizens of Florida with participation opportunities in Sunshine State Games and Florida Senior Games events.
- Serve as Florida's leading resource for Sport Tourism research and facts.
- Assist in the promotion of targeted leisure sports industries in Florida.
- Assist National and Florida State Governing Bodies to promote amateur sport development through Sunshine State Games and hosting events in Florida.

The annual Sunshine State Games and Florida Senior Games are an example of the many ways Florida Sports Foundation works in partnership with the Office of the Governor providing amateur sports opportunities for Floridians.

As a leader in the sports industry, the Florida Sports Foundation provides excellent opportunities for students studying sports administration, recreation and leisure services, event management & marketing, and other related studies to gain experience that will increase their value as they enter the competitive job market.

The attached packet of information includes the FSF Intern Program Summary and Application. For more information please contact:

Florida Sports Foundation  
Attn: Megan Myers  
101 N. Monroe Street #1000  
Tallahassee, FL 32301  
www.flasports.com  
mmyers@flasports.com  
www.flasports.com
EVENT MANAGEMENT INTERNSHIP

Florida Sports Foundation offers a full-time Event Management Internship position three times per year. This internship provides a well-rounded experience, working with various aspects of event management and promotion. Students selected as a Florida Sports Foundation Event Management Intern can expect to gain the following experience:

- Knowledge of Microsoft office applications
- Database management
- In-kind Sponsor and Vendor Solicitation
- Customer Service / Customer Satisfaction Surveying
- Event Management
- Event Marketing
- Social Media

Each term provides a different experience, focusing on the seasonal priorities of the Foundation. Some travel is required and candidates must be available to commit 30-40 hours per week during the term of the internship. More details are provided below on internship projects and requirements for each term.

Summer Term
- Must begin in May following the end of Spring term and end in mid-August
- Must be available to travel during Sunshine State Games May festival (six days) and June festivals (18 days)
- Compensation: this is an unpaid internship
- FSF is responsible for providing housing, transportation and per diem for travel
- Sunshine State Games post event activities such as records updating, customer satisfaction surveying and database work
- Sunshine State Games and Florida Senior Games marketing
- Sunshine State Games and Florida Senior Games database management
- Collecting and writing Florida Senior Games interest stories
- Sunshine State Games event planning and on-site event management

Pre-Employment Policies: All applications must be current students at an accredited College or University and maintain a minimum of a 2.5 GPA. This Internship must be approved by their College and be part of their degree requirements. Drug testing and background checks shall be conducted on candidates recommended for hire, either prior to the extension of an offer of employment, or as part of an offer of employment that is made contingent upon a successful background check. Individuals may not commence employment until they have successfully completed drug test and background check.
# EVENT MANAGEMENT INTERNSHIP APPLICATION

## Applicant Information

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<tr>
<th>Last Name</th>
<th>First</th>
<th>Date</th>
<th>Street Address</th>
<th>Apt/Unit</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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## School Information

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<th>School Name</th>
<th>College/Department</th>
<th>Major/Minor</th>
<th>Department Head/Advisor</th>
<th>Phone</th>
<th>Email Address</th>
<th>School Address</th>
<th>City/State/Zip</th>
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<td>Education</td>
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<th>How many hours of college credit will you receive for this internship?</th>
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## Internship Term

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<th>Spring/Summer</th>
<th>Summer</th>
<th>Fall</th>
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<th>Please check your general availability</th>
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<th>Tuesday</th>
<th>Wednesday</th>
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<th>Full-Time (Approx. 30-40 Hours)</th>
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## Position

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<th>Event Management Intern</th>
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Experience/Education and Skills

Current employment status:    □ Full-time    □ Part-time    □ Not Employed

Place of Employment:

Are you currently a full-time student?  □ Yes  □ No

Level:
□ Freshmen  □ Sophomore  □ Junior  □ Senior  □ Graduate student

Computer Skills/Software Used:

Why are you interested in an internship with Florida Sports?

What specific experience would you like to gain through this internship?

Describe your long-term career goals:

Professional References

Name | Relationship and contact info (e-mail and/or phone number)

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.

Signature:  Date:

Please attach resume to this application and return to:
Florida Sports Foundation
Attn: Megan Myers
101 N. Monroe Street #1000
Tallahassee, FL 32301