FINvite Event Guide
Suggestions for Kicking Off Your Event, Some Icebreaker Questions and Event Planning Tips

Kicking Off Your Event
- Introduce yourself and ask the faculty member(s) to do the same. Depending on the number of students, it would be helpful for the students to introduce themselves, their major/minor/certificate (or possibilities being considered if undeclared) and their class year.
- Explain what to expect with the event (e.g., transportation, tickets, dining, seating, pre- and/or post-event activity) and give some idea about when the event will conclude and how.

Background/Interest Questions (*pick a couple of questions that are the most interesting or relevant to your event*)
1. Can you tell us how your interest in [subject, research area] got started and what you did along the way to your current position at Duke?
2. Can you share one of your most [memorable/exciting/surprising/challenging/disappointing] experiences from your college days?
3. If you had the opportunity to give a 3-minute talk to all first-year students during orientation, what would you say to them?
4. Could you tell us about your hobbies and interests beyond your academic work?
5. If you could be doing something different as your career, what would you be doing and why?

Icebreaker Questions (*it could be fun, if you have time, for the students participating in your event to answer a couple of these as well as the faculty*)
1. What is the weirdest thing you have ever eaten?
2. What do you do to have fun?
3. If you could eliminate one thing from your daily schedule, what would it be and why?
4. If you were to write a book about yourself, what would you name it?
5. Tell us something you hate doing and why.
6. What’s your pet peeve?
7. What’s the one thing you can’t live without?
8. If you were an animal, what would you be and why?
9. If you could have unlimited storage of one thing, what would it be?
10. If given a chance, who would you like to be for a day? Or with whom would you like to exchange roles?
11. If you could have had the starring role in any movie already made, which movie would you pick?
12. What was your favorite TV show growing up?
13. If you had one extra hour of free time each day, how would you use it?
14. If you could spend 15 minutes with any living person, who would it be and why?
15. If you could rid the world of one thing, what would it be?

FINvite Event Planning Tips
- Ask students to notify you of their planned attendance and keep a list along with their email addresses; send them an email two days before the event to reconfirm and, if there are any openings, ask other students in your residence hall if they’re interested.
- For popular events with limited attendance, keep an alternate list to use for openings that arise.
- Send the FINvite faculty an email message to confirm all arrangements including the date, time, event title, where to meet, transportation arrangements and any other relevant information.
- Reconfirm your event with the FINvite faculty two days before the event.
- Plan to take several pictures during your event especially one of the student participants and FINvite faculty.
- Send a thank you (handwritten is preferred, but email is acceptable) to the FINvite faculty after your event.
- Keep copies of all receipts and submit them to the Housing Office on West Campus within three days of your event.
- Complete the FINvite Event Feedback survey (will be sent to the House officer after the event) and forward the link to the students who attended the event asking them to complete the survey. The URL is https://duke.qualtrics.com/SE/?SID=SV_6RkWmZYTNN2BscgR.
- Send any pictures of your event to due@duke.edu for the 2014-15 FINvite photo album.