



## EXTERNSHIP PROGRAM APPLICATION

Thank you for your interest in the Assembly Hall Externship Program. Please fill out each section of the application, as incomplete applications will not be accepted.

### Personal Information

---

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Address: \_\_\_\_\_ Email: \_\_\_\_\_

Year in School: \_\_\_\_\_ Major: \_\_\_\_\_

### Activities/Work Experience

---

*Please list your job experience and any campus and/or community activities that you participate in. Feel free to substitute this section by attaching a personal resumé.*

---

---

---

---

---

### Externship Preference

---

*Please rank your department preferences for your externship experience (1=Top choice, 2=Second Choice, 3=Third Choice). We will make every effort to accommodate your top preference(s).*

\_\_\_\_\_ **Event Management** (*Planning and coordination*)

\_\_\_\_\_ **Operations/Facility Management** (*Set-up/Tear-down*)

\_\_\_\_\_ **Extra Help** (*Ushers, gateworkers, parking*)

### Personal Statement

---

*Please attach a one- or two-paragraph statement expressing why you wish to participate in the Assembly Hall Externship Program, as well as a brief summary of your professional aspirations and what you hope to take out of the experience.*

**PLEASE SUBMIT COMPLETED APPLICATION AND RELATED MATERIALS TO:**

Assembly Hall Externship Program  
1800 S. First Street  
Champaign, IL 61820

**COMPLETED APPLICATIONS MAY ALSO BE E-MAILED TO [SFCMarketing@illinois.edu](mailto:SFCMarketing@illinois.edu)**