



## **SMILEY PRO EVENTS---LUNCH WITH A LEADER**

*Follow these steps to request credit for Lunch with a Leader.*

*All steps must be completed by Fri. March 18 for credit in first half of Spring 2022*

**OR**

*Fri. May 13 for second half of Spring 2022.*

### **BEFORE “LUNCH”:**

- Remember that our leaders have busy schedules! **We recommend giving leaders two weeks’ notice of your invitation; DO NOT give leaders less than one week’s notice.**
- It’s “first come, first served” for choice of leaders; some leaders may get booked up early and not be able to take additional requests.
- Access the master list of Leaders on the Anderson Classroom to Career Center Canvas page, if you are having trouble finding this Canvas page, please email [SBE.Anderson.C2C.Center@uwsp.edu](mailto:SBE.Anderson.C2C.Center@uwsp.edu)
- Pick a leader and reach out to them regarding when the two of you could meet – and whether that will be virtually or in-person.
- If you choose to meet for lunch or coffee in person:  
February 14-March 4, Pro Events is offering vouchers to various restaurants that will pay for lunch or coffee for you and the leader you choose to meet with. Each voucher is worth \$10 and can be used at Zest, the CPS Café, Baka Chicken (Marshfield campus), or Taste Jamaica (Wausau campus). The voucher is a one-time use. To receive a voucher, email [Smiley.Professional.Events@uwsp.edu](mailto:Smiley.Professional.Events@uwsp.edu) with the following information: which leader you are meeting with, what date you will be meeting, and which restaurant you would like a voucher to. You will then receive information of how to pick up your voucher.
- If you choose to meet on Zoom:  
Set up the Zoom meeting and send the leader the invitation. If you do not know how to set up a Zoom meeting there are instructions on the Pro Events website. It is extremely important that you use your UWSP credentials to get into Zoom to set up the lunch, or else you will be logged out and you will not receive credit for anything less than 45 minutes.
- Prepare questions or topics to discuss before the meeting. **To ensure that you are prepared, you are required to send the leader a list/agenda of six topics you wish to discuss at least 24 hours in advance.**

### **DURING “LUNCH”:**

- Please make sure you act in a professional manner during the meeting. If in person, wear professional clothing. If on Zoom, make sure that your background is appropriate and professional.
- Be ready to take notes!

### **AFTER “LUNCH”:**

- You are required to send a Thank You email to your leader.
- Save a copy of the Thank You email as a PDF or screenshot it, you will need it to request Pro Events credit via the survey.
- Scan this QR code or go to <https://tinyurl.com/y4l4q9fp> to get to the survey.



- Fill out the survey to get Pro Events credit. If you have any questions, please email [proevents@uwsp.edu](mailto:proevents@uwsp.edu). Once your survey is successfully submitted, please allow a few days for processing; your Events credit will not be posted immediately.