

Spring 2016
March 18-19, 2016
Professional Development Trip
Chicago, IL.

Welcome to the Spring 2016 Cardinal Communications Professional Development Agency Trip!

We are so excited to for our trip to Chicago, and we hope you are too!

You're in store for a lot of learning, fun and bonding, and this packet includes all the details you'll need to have a successful trip.

We'll be visiting three great places during our time in Chicago. We'll hit Ketchum, a PR firm, Zocalo Group, a social and digital marketing firm, and Shedd Aquarium to learn more about their PR and Communications team.

The full cost of the trip is estimated under \$80, plus food. However, you will only pay the trip committee \$55 to cover the cost of the hotel. **Please get the \$55 to the trip committee by Feb. 26.** You will be responsible for paying your driver for gas and parking, which will come to about \$18/person. (*230 mi. to Chicago /16 average mpg on car x 1.6 average gas middle of March x 2 back & forth / 5 people per car = \$9.2*) It would also be appreciated if you could bring some change to help your driver out with tolls.

These costs total \$73, but we'd rather overestimate rather than underestimate. Both locations we're thinking about for dinner have online menus, so you can look at the menu if you'd like. If we choose Giordano's, we will call ahead to order pizzas for those who decide to split one. In the past, sometimes restaurants refuse to split checks, so **please be prepared to pay for your meal with cash.**

Please be sure to bring your photo ID, as Zocalo Group needs this to allow us in the building!

Wear business-professional clothing, but please be sure to wear comfortable walking shoes as well (i.e. probably no heels, ladies). Check the weather ahead of time and plan accordingly! We'll be in and out of many places throughout the day. We can't check into our hotel, The Congress Plaza Hotel, until 3 p.m., so be prepared before we leave Muncie.

If you have any questions at all, don't hesitate to contact either Jillian or Lindsey! All of the trip member's phone numbers and emails are attached so you can contact them if need be.

We're going to have so much fun in Chicago!

Thank you for allowing this trip to be a possibility!

Jillian and Lindsey

CC's 2016 Spring Professional Development trip is finally here! We're so glad all of you are able to be a part of this exciting opportunity.

Attached you will find an itinerary with instructions and advice for each step of our journey! We also included the contact info sheet for all trip members and car/hotel room sign-up sheets. If you have any questions or concerns, feel free to contact either Lindsey or Jillian.

Before we take off, there are a few tips we have for you all:

1. Dress in business casual clothing, but be comfortable too!
2. Wear comfortable yet professional shoes, as we will be walking a lot.
3. Check the weather for Chicago before you pack for the trip.
4. Add the phone numbers of fellow trip members to your phone before taking off, in case of emergency. We have included the contact info for all members in this document.
5. If you're driving, consider looking at the directions to the hotel (our first stop) before you leave Friday. The hotel's address is included in the itinerary.
6. Get cash before you leave for the trip, as cash will be the easiest way to pay your driver for gas and parking and will be necessary for dinner, as the restaurant does not split checks.

We are so excited about this trip, and we hope you are too! **See you all Friday morning**, bright and early! (It'll be worth it, we promise.)

Sincerely,

Lindsey and Jillian

CC SPRING 2016 PROFESSIONAL DEVELOPMENT TRIP ITINERARY:

Meet at 5:45 a.m. Leave from BSU no later than 6 a.m.

- Meet outside of AJ, by doors closest to the Teacher's College. Those who are driving can wait in their cars in the parking lot of AJ.
- Don't forget to arrange when you are paying your driver for gas.

(THIS IS THE LAST TIME MUNCIE TIME WILL BE USED! Chicago is an hour behind Muncie time.)

- We will be driving directly to the Congress Plaza Hotel, and parking in its Park One parking garage, by the hotel.
 - *Address of the Congress Plaza Hotel: 520 South Michigan Ave.*
 - Park One parking garage is located right next to the Congress at:
 - Please be sure your car is prepared to pay the \$39 fee for parking in this garage.

9:20 a.m. Meet in lobby of Congress Plaza Hotel, walk to Ketchum Agency

- Be sure to bring money for lunch and photo ID, and we advise you wear comfortable shoes.

10- 11 a.m. Ketchum Agency visit

- *Address: 200 E. Randolph, 36th floor (in the Aon Center)*
- Be sure to have your photo ID's!

11:15 a.m. - 1:15 p.m. Lunch on your own, free time

1:15 p.m. Meet at Zocalo Group

- *Address: 225 N. Michigan Ave., Suite 2050*

1:30-2:30 p.m. Zocalo Group visit

- *Address: 225 N. Michigan Ave., Suite 2050*
- Be sure to have your photo ID's!

2:30 p.m. Travel to Shedd Aquarium

- *Address: 1200 S. Lake Shore Dr.*
- *Please be prepared to pay up to \$10 to take either an Uber or taxi from Zocalo Group to the aquarium, as it's a long walk. (We hope we are overestimating the price of the taxi or Uber.)*
 - *Supposedly your first ride with Uber is free, but we advise not counting on that!*

3- 6 p.m. Shedd Aquarium visit

- *Address: 1200 S. Lake Shore Dr.*
- *At 3:45 p.m., after hearing from the PR and Communications department, we will be allowed to explore the aquarium at our leisure until closing time at 6 p.m., free of charge!*

6 p.m. Meet at entrance to Shedd Aquarium, travel to hotel

- *Congress Plaza Hotel address: 520 South Michigan Ave.*
- *Please be prepared to pay up to \$10 to take either an Uber or taxi from the aquarium to the hotel, as it's a long walk. (We hope we are overestimating the price of the taxi or Uber.)*

6:15- 7:30 p.m. Hotel check-in at the Congress Plaza Hotel, free time

- *Address: 520 South Michigan Ave.*
- We can check in at 3 p.m.

7:30 p.m. Meet in hotel lobby, walk to Giordano's

8 p.m. Dinner at Giordano's

- *Address: 223 W. Jackson Blvd. (Giordano's)*
- Be sure to bring cash, as they will not split the check!

After dinner, Chicago is yours!

ROOMING ARRANGEMENTS:*Room One: Derek Heim, Issac Reynoso, Katie Anderson, Rose Flood**Room Two: Kiera Courtney, Katrina Ent, Tori Banser, Cori Enos**Room Three: Jillian Wilschke, Kylie Touloukian, Marissa Olson, Lindsey Sharp**Room Four: Brianna Helm, Natalie Glidewell, Haley Carroll***Attendees & Contact info.**

Name	Email	Phone Number
1. Jillian Wilschke	jtwilschke@bsu.edu	219-671-6781
2. Lindsey Sharp	lindseydelainesharp@gmail.com	260-241-4915
3. Katie Anderson	andersonkathryn94@gmail.com	618-401-6277
4. Kylie Touloukian	kylietouloukian@gmail.com	765-414-6734
5. Katie Ronzio	katieronzio@gmail.com	815-354-5634
6. Brianna Helm	bnhelm@bsu.edu	630-744-9545
7. Katrina Ent	keent@bsu.edu	317-531-3858
8. Issac Reynoso	isaacreynoso41@gmail.com	574-329-2956
9. Tori Banser	toribanser@gmail.com	847-791-6883
10. Kiera Courtney	kacourtney@bsu.edu	815-245-4671
11. Haley Carroll	hcarroll@bsu.edu	312-659-1020
12. Marissa Olson	marolson19@gmail.com	630-312-0826
13. Natalie Glidewell	nnglidewell@bsu.edu	317-498-3478
14. Rose Flood	rosemargaret1010@gmail.com	317-607-8709
15. Cori Enos	cpenos@bsu.edu	774-766-7738
16. Derek Heim	dheim@bsu.edu	317-498-3239

CC Spring 2016 Professional Development
Room sign-up sheet

ROOM ONE	ROOM TWO	ROOM THREE	ROOM FOUR
Derek Heim	Kiera Courtney	Jillian Wilschke	
Issac Reynoso	Katrina Ent	Lindsey Sharp	Haley Carroll
Katie Anderson	Tori Banser	Kylie Touloukian	Brianna Helm
Rose Flood	Cori Enos	Marissa Olson	Natalie Glidewell

CC Spring 2016 Professional Development
Car sign-up sheet

CAR ONE	CAR TWO	CAR THREE	CAR FOUR
Katie Anderson (driver)	Katrina Ent (driver)	Kylie Touloukian (driver)	Natalie Glidewell (driver)
Derek Heim	Tori Banser	Marissa Olson	Rose Flood
Haley Carroll	Kiera Courtney	Jillian Wilschke	Katie Ronzio
	Cori Enos	Lindsey Sharp	Brianna Helm
	Isaac Reynoso		

WHO HAS PAID?

Name	Amount Paid	Date paid:	Cash or Check?	
Katrina Ent	\$55.00	2/21/16		
Katie Ronzio	\$20.00	2/21/16		
Tori Banser	\$55.00	2/21/16		
Isaac Reynoso	\$55.00	2/21/16		
Cori Enos	\$55.00	2/21/16		
Rose Flood	\$55.00	2/21/16		
Katie Anderson	\$55.00	2/21/16		
Kylie Touloukian	\$55.00	2/21/16		
Jillian Wilschke	\$55.00	2/24/16	Cash	
Lindsey Sharp	N/A	N/A	N/A	
Brianna Helm	\$55.00	3/13		
Kiera Courtney	\$55.00	2/23/16	cash	
Haley Carroll	\$60.00	2/29/16	cash	Change given, 3/14
Marissa Olson	\$55.00	3/2/16		
Rebekah Gaillard (owes \$50)				Emailed on 3/14
Rhea Tomlinson				Emailed on 3/14
Natalie Glidewell	\$55.00	3/16/16		Emailed on 3/14
Derek Heim	\$55.00	2/23/16	CASH	
Lexi Burch (only 20)				Emailed on 3/14
Carly Harshbarger (only 20)	\$20.00	3/14/16	CASH	