

## **Curriculum Vitae**

### **Rosemary Prince**

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#### **General Information**

University address: Certificate in Special Events  
Recreation, Tourism and Events  
College of Applied Studies  
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Florida State University  
Tallahassee, Florida 32306  
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#### **Professional Preparation**

1994 M.S., Troy State University, Troy, AL. Major: Counseling and Human Development.

1983 B.S., University of Florida, Gainesville, FL. Major: Recreation.

1979 A.A., Burlington County College, Pemberton, NJ. Major: Liberal Arts.

#### **Professional Credential(s)**

2019–present Adult First Aid/CPR/AED.

2017–present Project Wild Educator.

2016–present Project Learning Tree PreK-8 Educator.

1983–present Certified Parks and Recreation Professional.

2015–2018 Crowd Manager.

2014 Online Instructor Training Level 1.

## Professional Experience

- 2018–present Teaching Faculty III, College of Applied Studies, Florida State University. Event Management: Teach undergraduate courses in special events using various delivery modes: traditional face to face, hybrid, synchronous and asynchronous online. Manage certificate in special events program: program marketing, recruitment, admissions, and budget. Provide advisement to students. Develop and maintain effective working relationships with recreation and event industry professionals, associations and providers. Managed placement of graduate students in industry locations for completion of the capstone practicum course, specifically identifying appropriate agencies, review and approval, based on program policies and managed program closeout. Recreation, Tourism and Events: develop and teach courses for majors, minors and non-majors in various recreation industry topics including introduction, outdoor recreation, adaptations for all ages and abilities. Serve industry on boards and committees.
- 2011–2018 Teaching Faculty II, College of Applied Studies, Florida State University. Developed course content for event industry specific courses at the graduate and undergraduate levels. Taught online graduate and undergraduate courses. Managed graduate certificate in event management, and undergraduate certificate in special events programs, including recruitment, admissions, and budget. Developed and maintained effective working relationships with recreation and event industry professionals, associations and providers. Developed marketing strategy for graduate recruitment for online graduate certificate in event management program. Managed placement of graduate students in industry locations for completion of the capstone practicum course, specifically identifying appropriate agencies, review and approval, based on program policies. Developed marketing strategy for undergraduate certificate in special events. Provided advisement to students. Served industry on boards and committees and presentations.
- 2001–2017 Consulting - Owner/Proprietor, Prince Ventures, Tallahassee, FL. Provided professional consulting services in recreation and event planning, administration and training to governmental units, non-profit organizations and businesses.
- 2010–2011 Assistant in Event Management, College of Applied Studies, Florida State University, Panama City, FL. Developed course content for event industry specific courses at the undergraduate and graduate levels. Taught online graduate courses. Managed online graduate event management certificate program admissions, tracking and advisement, program budget. Supervised program administrative staff and course mentors. Developed and maintained effective working relationships with recreation and event industry associations and providers. Developed marketing strategy for graduate recruitment for online event management certificate program. Managed placement of

graduate students in industry locations for completion of the practicum course, specifically identifying appropriate agencies, review and approval, based on program policies. Gathered current research by industry professionals to assist in program development. Provided academic advisement to students. Provided service to the industry through service on boards of directors and committees.

- 2006–2010 Assistant in Event Management, Florida State University, Department of Sport and Recreation Management, Florida State University, Tallahassee, FL. Taught undergraduate courses. Developed program proposal and received approval for online Graduate Certificate in Event Management. Developed course content and taught three graduate distance learning courses in certificate program. Managed events management certificate program admissions, tracking and advisement. Developed marketing strategy for graduate recruitment for online event management certificate program. Gathered current research by industry professionals to assist in program development. Provided academic advisement to undergraduate students. Developed and maintained effective working relationships with recreation and event industry associations and providers.
- 2005–2006 Adjunct Instructor, Department of Sport, Recreation Management and Physical Education, Florida State University, Tallahassee, FL. Developed course content and taught LEI 3004 Introduction to Recreation to 70 undergraduate students per semester.
- 2002–2006 OPS Management Analyst, DEP Division of Recreation and Parks, Tallahassee, FL. Provided support to park staff, volunteers and citizen support organization members including training, development of resource materials and procedures manuals for print and web posting. Provided education sessions: 2005 – 14th Annual Citizen Support Organization Meeting Finding Funding and Soliciting Grants Getting Your Membership to Stay with You: Managing Your Membership 2004 – 13th Annual Citizen Support Organization Meeting Getting Your Membership to Stay with You: Managing Your Membership.
- 2000–2006 OPS Planning Manager, DEP Division of Waste Management, Tallahassee, FL. Responsible for coordination of Bureau outsourcing contract development; Wrote, edited, amended, processed and tracked contract documents; Developed training materials and bureau publications; Developed and maintained effective working relationships with technical staff experts and the Department's contract management section.
- 1995–2000 Education and Training Manager, Bureau of Operational Services - Training and Environmental Education Section, DEP Division of Recreation and Parks, Tallahassee, FL. Planned, coordinated and delivered annual meetings and training events for the Division including facility site visits and selection, hotel and vendor negotiations, developing timelines and schedules, offsite

tours, socials, meeting and event materials, securing speakers and instructors, and evaluation. Coordinated the division's statewide environmental education programs including PARKnership Program working with 36 local schools and 31 state parks. Coordinated the division's statewide environmental education programs including PARKnership Program working with 36 local schools and 31 state parks.

- 1994–1995 Executive Director, Prevention Coalition of the Big Bend, Inc. formerly Tallahassee Informed Parents for Drug Free Youth. Managed day to day operations of nonprofit prevention education and event organization serving an eight county geographic area including personnel management (paid employees, volunteers and college students performing field work), fiscal management including fundraising, corporate sponsorships, donations and grant acquisition, coordinated public and media relations, press releases, publications; Developed, implemented and evaluated programs and special events including facility site visits, selection and negotiations, developing timelines and schedules, working with committees of volunteers, coordination of event press conferences, scheduling of talent, VIP's and sponsors at press conferences and events, developing event materials, securing speakers, sponsors, in-kind donations and prizes, training of staff and volunteers, and post event follow-up and evaluation.
- 1993–1994 Special Projects Coordinator, Florida Home Builders Association, Tallahassee, FL. • Assisted with meeting and event planning and promotional materials for South East Builders Conference (2,500 attendees).
- 1991–1993 Director, Environmental Programs, Keep Florida Beautiful, Inc., Tallahassee, FL. Founding staff member of environmental education organization created through Florida legislation; Administered startup and evaluation of statewide environmental programs including Adopt-a-Shore program in 20 counties involving more than 3,500 volunteers, Adopt-a-Park, Boater's and Angler's Pledge, statewide cleanup activities and recycling education initiative; Worked closely with local contacts to schedule and participate in kick-off events associated with clean-ups including pre-event press releases and alerts, onsite staging and on-camera interviews; Managed grants associated with organizational programs; Provided training and presentations to staff and volunteers.
- 1989–1991 Prevention Resource Specialist, Florida Recreation and Park Association, Tallahassee, FL. Development, administration and evaluation of drug prevention education and training program for parks and recreation professionals; Coordinated media relations including pre-event press releases and alerts, onsite management and on-camera interviews, articles in publications; Developed and effectively provided training at meetings and conferences to local, state and national audiences including more than 500 professionals in 55 communities throughout Florida and 132 communities

across the U.S.; Coordinated conference special event receptions and award presentations for attendees; Successfully managed grant and sponsor proposals including securing \$93,000 grant to expand and deliver training program.

- 1988–1989 Assistant Recreation Director, City of Ormond Beach, FL. Supervised four division supervisors in special events, recreation programming, maintenance and athletics; Worked closely with special events supervisor in planning and delivery of citywide annual events including Santa's Workshop – animated village, July 4th Celebration, Senior Games – host committee o Summer Program Kick-off Event; Assisted with department budget management, capital improvement projects, staff training and development, grant preparation and recreation program administration and evaluation.
- 1984–1988 Parks and Recreation Director, Parks and Recreation Department, City of South Daytona, FL. Developed, managed, delivered and evaluated recreation programs for citizens of all ages leading to increase in number of recreation programs offered to residents, including senior programs and special events; Planned and implemented new and enhanced existing special events in community developing partnerships, securing sponsors, preparing pre-event press releases, scheduling of activities, VIP's, recognition.
- 1983–1984 Acting Grants Coordinator, Office of Recreation Services, Florida Department of Natural Resources, Tallahassee, FL. Assisted with administration of state and federal grants to local governments for park and recreation acquisition and development including application review, site inspections, development of collateral materials and publications.
- 1983 Student Intern, Florida Recreation and Park Association, Tallahassee, FL. Provided assistance to association members; Assisted with education workshop planning and implementation; Assisted with association publications.

### **Honors, Awards, and Prizes**

Merit Pay, Performance Increase (2016, 2017, 2018), FSU College of Applied Studies (2018).  
Excellence in Online Course Design, Florida State University (2016).  
Excellence in Online Teaching with Distinction, Florida State University (2016).  
Distinguished Service Award, Florida Recreation and Park Association (2016).  
Ten Year Membership Pin, Girl Scouts of the Florida Panhandle (2016).  
Merit Pay, Performance Increase (2011, 2013, 2014, 2015), College of Applied Studies (2015).  
Excellence in Online Course Design, Florida State University (2013).  
Appreciation for Service, Florida Recreation and Park Association Foundation, Inc. (2012).  
Board of Directors Service, Florida Festivals and Events Association (2011).  
Recipient of Service Pin, Girl Scout Council Apalachee Bend (2008).

Recruiter Award, Florida Recreation & Park Association (2008).  
Outstanding Service Award, Florida Recreation & Park Association (2005).  
Trousdeil/Vickery Award, Florida Recreation & Park Association (2000).  
Achievement Award, Florida Recreation & Park Association (1999).  
Florida Park Service Employee of the Year (1998).  
Florida Park Service Director's Partnership Award (1997).

### **Current Membership in Professional Organizations**

Florida Festivals and Events Association  
Florida Recreation and Park Association  
International Live Events Association  
National Recreation and Park Association

### **Teaching**

Awarded Graduate Teaching Status per the Dean of the Graduate School on 01/04/2012. Eligible to teach graduate courses.

### **Courses Taught**

Introduction to Recreation, Tourism and Events (LEI3004)  
Leisure and Recreation Adaptations for All Ages and Abilities (LEI 1181)  
Event Operations and Management (LEI4314)  
Special Event Promotions (LEI4561)  
Outdoor Adventure Education (LEI3266)  
Practicum in Events Management (LEI 5942)  
Technology for Events (LEI4864)  
Event Planning Management (LEI5316)  
Event Marketing (LEI5563)  
Event Management Issues in Ethics and Risk Management (LEI5317)  
Introduction to Special Events (LEI3312)  
Special Topics in Leisure Services - Special Event Promotions (LEI 4932)  
Special Topics in Leisure Services- Special Event Promotions - Activity Analysis (LEI4932)  
Directed Individual Study (LEI4906)  
Introduction to Recreation (LEI3004)  
Special Topics in Leisure Services - Special Event Planning (LEI 4932)  
Special Topics in Leisure Services - Activity Analysis (LEI 4932)

### **New Course Development**

Leisure and Recreation Adaptations for All Ages and Abilities (2018)  
Event Operations and Management (Synchronous Distance Learning) (2017)  
Outdoor Adventure Education (Hybrid) (2017)

Event Operations and Management (Hybrid) (2016)  
Technology for Events (2016)  
Outdoor Adventure Education (2015)  
Special Event Promotions (2014)  
Introduction to Recreation, Tourism and Events (2012)  
Practicum in Events (2008)  
Event Marketing (2008)  
Event Planning Management (2007)

### **Curriculum Development**

Certificate in Special Events (undergraduate) (2016)  
Online Graduate Certificate in Event Management Program (2007)

### **Research and Original Creative Work**

#### **Program of Research and/or Focus of Original Creative Work**

The rapid growth of the event industry has resulted in a world-wide demand for education and training programs in event management. This study asked practicing event managers to rate 91 skills in terms of importance to entry level employees in event management.

### **Publications**

#### **Nonrefereed Journal Articles**

Fletcher, D., Dunn, J., & Prince, R. (2009). Entry level skills for the event management profession: Implications for curriculum development. *International Council for Health, Physical Education, Recreation, Sport, & Dance Journal of Research*, 4(1), 52-57.

#### **Nonrefereed Newsletter Articles**

Prince, R. (2012, September). BEST PRACTICES FOR BUSINESSES: The Business of Events. *Bay Biz*, Vol. 2, Issue 3, 28.

## **Presentations**

### **Nonrefereed Presentations at Conferences**

- Prince, R. (presented 2017, August). *Navigating the Twists & Turns of Accessible Events*. Presentation at FFEA Annual Convention, Florida Festivals and Events Association, Orlando, FL. (State)
- Prince, R., & Trafford, D. (presented 2017, August). *Internships Roundtable*. Presentation at FFEA Annual Convention, Florida Festivals and Events Association, Orlando, FL. (State)
- Prince, R. (presented 2016, February). *Multi-generational Teams*. Presentation at Emerging Leaders Institute, Florida Recreation and Park Association, Haines City, FL. (State)
- Prince, R. (presented 2016, February). *Team Leadership*. Presentation at Emerging Leaders Institute, Florida Recreation and Park Association, Haines City, FL. (State)
- Prince, R., Lopez, R., & Lee, S. (presented 2013, August). *Cultivating the Next Generation of Event Leaders*. Presentation at FFEA Annual Convention, Florida Festivals and Events Association, Bonita Springs, FL. (State)
- Prince, R. (presented 2012, April). *Positioning Your Organization to be a Corporate Social Responsibility (CSR) Event Provider*. Presentation at FRPA Northern Region Mini-Conference, Florida Recreation and Park Association, Ocala, FL. (Regional)
- Prince, R., & Trafford, D. (presented 2012, April). *If You Theme It They Will Come*. Presentation at FRPA Northern Region Mini-Conference, Florida Recreation and Park Association, Ocala, FL. (Regional)
- Prince, R. (presented 2012, March). *Positioning Your Organization to be a Corporate Social Responsibility (CSR) Event Provider*. Presentation at Education and Networking Event, Florida Festivals and Events Association, Panama City, FL. (Regional)
- Prince, R. (presented 2011, October). *Success in Business and Event Planning by Providing Great Service*. Presentation at Monthly Luncheon, American Advertising Federation of Panama City, Panama City, FL. (Local)
- Prince, R. (presented 2011, August). *Activation Ideas to Engage Event Sponsors and Participants*. Presentation at Florida Recreation and Park Association Annual Conference, Florida Recreation and Park Association, Orlando, FL. (State)
- Prince, R. (presented 2011, August). *Managing Event Risks - Tips for Today's Professional*. Presentation at Florida Recreation and Park Association Annual Conference, Florida Recreation and Park Association, Orlando, FL. (State)



Prince, R., & Truex, B. (presented 2010, August). *Cool Event Ideas to Make Your Event Even Cooler*. Presentation at Florida Festivals and Events Association Convention, Florida Festivals and Events Association, Bonita Springs, FL. (State)

Prince, R., & McElroy, K. (presented 2009, May). *Secret Ingredients of Event Management: Research and Evaluation*. Presentation at Meeting, Association of Fundraising Professionals Tallahassee Chapter, Tallahassee, FL. (Local)

Prince, R. (presented 2008, August). *5 Star Internships*. Presentation at Annual Conference, Florida Festivals and Events Association, Bonita Springs, FL. (Regional)

Prince, R. (presented 2008, May). *Event Management: A Model for Success*. Presentation at Excellence in Non-Profit Leadership, United Partners for Human Services, Tallahassee, FL. (Regional)

### **Nonrefereed Workshops**

Prince, R. (2014, February). *Strategic Planning*. Workshop delivered at Get Outdoors Florida Board Retreat, St. Marks, FL. (State)

### **Attending and Participating in Conferences (Not Presenting)**

Prince, R. (2018). *The Special Event Show, New Orleans, LA*. Penton Media.

Prince, R. (2017). *Board Retreat, Ft. Lauderdale, FL*. Florida Festivals and Events Association.

Prince, R. (2017). *FRPA Conference, Orlando, FL*. Florida Recreation and Park Association.

Prince, R. (2017). *ILEA Live 2018, Calgary, Alberta*. International Live Events Association.

Prince, R. (2017). *FFEA Convention, Orlando, FL*. Florida Festivals and Events Association.

Prince, R. (2016). *The Special Event Show, Orlando, FL*. Penton Media.

Prince, R. (2015). *FFEA Convention, Orlando, FL*. Florida Festivals and Events Association.

Prince, R. (2015). *ISES Live, New Orleans, LA*. International Special Events Society.

## **Service**

### **Florida State University**

#### **FSU University Service**

Member, Undergraduate Policy Committee (2017–present).

Participant, FEAS Focus Group (2018).

Reviewer, Office of Distance Learning Discussion Board Tool Review Group (2017).

Committee Member, Master's Student Comprehensive Exam Evaluation - College of Music (2017).

Member - Awards Review Committee, 2014-2015 Distance Learning Awards Program (2015).

Member - Awards Review Committee, 2013 - 2014 Distance Learning Awards Program (2014).

Committee Member, Master's Student Comprehensive Exam Evaluation - Department of Art Education (2014).

Committee Member, Master's Student Comprehensive Exam Evaluation - Department of Art Education (2013).

Representative for College of Applied Studies, President's Retreat (2011).

#### **FSU College Service**

Faculty Advisor, Omicron Delta Kappa FSU Panama City Circle (2019–present).

Member, Distance Learning Committee (2019–present).

Member, College of Applied Studies Faculty Affairs Committee (2017–present).

Member, FSU Panama City Campus Bylaws Committee (2016–present).

Member, Faculty Search Committee: Hospitality and Recreation, Tourism and Events (2019).

Member, Selection Committee, College of Applied Studies Humanitarian of the Year Award (2019).

Member, Dedman School Faculty Search Committee - FSU PC Director (2017).

Member, College of Applied Studies Promotion and Tenure Committee (2014–2016).

### **FSU Program Service**

Reviewer, Frances C. Cannon Scholarship (2018–present).

Program Coordinator, Certificate in Special Events Program (2016–present).

Faculty Member, FSU Panama City Recreation, Tourism & Events Community Partners Board (2011–present).

Program Coordinator, Graduate Certificate in Event Management Program (2008–present).

## **The Profession**

### **Service to Professional Associations**

Board Member, Board of Directors, Florida Festivals and Events Association (2017–present).

Committee Chair, Education and Emerging Leaders Committee, Florida Festivals and Events Association (2016–present).

Committee Member, Education Council, International Live Events Association (2012–present).

Awards Judge, SUNsational Awards Program, Florida Festivals and Events Association (2018).

Committee Member, 20th Anniversary Celebration, FRPA Foundation 20th Anniversary Celebration Committee, Florida Recreation and Park Association Foundation (2017).

Awards Judge, SUNsational Awards Program, Florida Festivals and Events Association (2017).

Chair, Board of Directors, Get Outdoors Florida!, Inc. (2014–2016).

Committee Member, Education and Emerging Leaders Committee Member, Florida Festivals and Events Association (2014–2016).

Awards Judge, SUNsational Awards Program, International Live Events Association (2016).

Faculty, Emerging Leaders Institute, Florida Recreation and Park Association (2016).

Awards Judge, 2015 Esprit Awards, International Special Events Society (2015).

Awards Judge, 2014 Esprit Awards, International Special Events Society (2014).

Immediate Past President, FRPA Foundation (2011–2012).

Judge, SUNsational Awards Program, Florida Festivals and Events Association (2012).

Board Member, Florida Festivals and Events Association (2009–2011).

President, FRPA Foundation (2009–2010).

Board Member, Get Outdoors Florida!, Inc. (2009–2010).

Member, FRPA Abrahams Academy Curriculum Planning Committee (2007–2009).

Secretary, FRPA Foundation (2005–2006).

Northern Region Director, Professional Development (2005–2006).

Trustee, FRPA Foundation (2004).

Member, FRPA Professional Development Committee (1996–1999).

Director, Florida Recreation and Park Association District I (1991–1997).

Member, FRPA Strategic Plan Task Force (1992–1993).

Chair, 1000 attendees, FRPA Conference Education Program (1992).

Member, FRPA Legislative Committee (1985–1986).

Member, FRPA Conference Site Selection Committee (1985).

Editor, FRPA News (1983–1984).

### **The Community**

Social Media Coordinator, Chiles High School, Tallahassee, FL, Chiles High School PTO (2015–2019).

Coordinator Business Partners Program, Chiles High School, Tallahassee, FL, Chiles High School PTO (2015–2019).

Girl Scout Troop Leader, Girl Scouts of the Florida Panhandle (2004–2019).

Religious Education Teacher, Good Shepherd Catholic Church (2017–2018).

Co-Chair, A program inspired by Girl Scouts nationally, the Girl Scouts of the Florida Panhandle Women of Distinction Awards honor women from across the Florida Panhandle who truly stand out for their commitment to the community, Women of Distinction Awards Gala (2014).

Junior Girls Basketball Coach, City of Tallahassee Parks, Recreation and Neighborhood Affairs (2010–2012).

Fall Festival Committee Chair, Good Shepherd Catholic Church (2011).

Junior Girls Volleyball Coach, City of Tallahassee Parks, Recreation and Neighborhood Affairs (2010).

Women of Distinction Awards Gala Committee, Girl Scout Council of the Florida Panhandle (2008).