

Event Planning Committee

Duties and Responsibilities:

The Event Planning Committee is responsible for the overall planning of workshops and mobile consulate visits. This includes everything from budget to venue, guest list to guest RSVPs. They are also responsible for making sure that their volunteers know what they need to do in order to pull off a successful event.

Activities include:

- Develop a budget for each event and submit it to the Executive Committee for approval.
- Identify event location.
- Contract with vendors and caterers.
- Coordinate with businesses.
- Identify possible sponsors for the event.
- Develop a strategy for acquiring sponsors and deliver the promoted benefits to sponsors.
- Identify volunteer needs and figure out how to meet them.
- Communicate with volunteers and delegate tasks.
- Work with staff and the Communications and Marketing Committee to advertise the event.
- Coordinate registration, sound system (if needed), and photographer for the day of the event.
- Actively participate in committee meetings as planned.

Qualifications:

- Good communication skills; both oral and in writing.
- Good organizational skills.
- Capacity to work with others.
- Ability to respond on time and appropriately, to uphold commitments, share responsibilities and attend regularly scheduled meetings.
- Previous event planning experience is a plus but not required.

Time Commitment: Committee members spend approximately 3 - 4 hours a month working on job duties.