

PRE-CONVENTION EVENTS 07-05-14

- 1) ORGANIZES ALL FUND RAISING EVENTS- RUNS, DANCES ETC..
- 2) WORKS WITH VOLUNTEER COORDINATOR TO SCHEDULE VOL. FOR EVENT BY ASSIGNING SET UP, CLEAN UP RAFFLES, ETC...
- 3) RESPONSIBLE FOR FOOD AT EVENTS WITH HOSPITALITY COOPERATION
- 4) MUST GET ALL INFORMATION REGARDING EVENT TO PUBLIC INFO CHAIRPERSON AT EARLIEST POSSIBLE DATE
- 5) PLAN SCHEDULE OF ALL PRE-CONVENTION EVENTS FOR FULL COMMITTEE APPROVAL
- 6) ASSIGN COMMITTEE MEMBERS DUTIES FOR INDIVIDUAL EVENTS (EX: SET UP, CLEAN UP, RAFFLES, DOOR, ETC...)
- 7) SOLICIT RAFFLE PRIZE DONATIONS WHEN NEEDED
- 8) COUNT & REPORT ATTENDANCE AT EVENTS WITH ASSISTANCE FROM COMMITTEE CO-CHAIRPERSON
- 9) PRINT TICKETS AND DISTRIBUTE TO COMMITTEE MEMBERS FOR ANY PRE-TICKET EVENTS (NEW YEARS EVE)
- 10) SECURE FACILITIES FOR EVENTS
- 11) BRINGS PRE-CONVENTION SUPPLIES TO EVENTS (RAFFLE TICKETS, CANS FOR RAFFLES, BANNER)
- 12) REQUIRES ONE YEAR OF CONTINUOUS TIME OF BEING CLEAN AND SOBER
- 13) ARRANGES / COORDINATES MAKING OF BANNER PRIOR TO N.Y. EVE OR FIRST EVENT NEEDED
- 14) KEEPS CHAIRPERSON INFORMED OF ALL PROGRESS AND ARRANGEMENTS
- 15) ***SEE ADDITIONAL COMMITTEE MEMBER DUTIES***