



Events Committee

The **Events Committee** is responsible for the planning and execution of the March Update, June Annual Meeting, and November Celebrate Our Impact! luncheon. Your opportunity is to help create and orchestrate the behind-the-scenes logistics that create an outstanding event.

Purpose: Responsible for finding the venues and coordinating the logistics for our largest Membership event.

Time Commitment: Approximately 12 - 36 hours in multiple meetings and research tasks. This may include site visits to potential venues as well as assistance the day of the event.

Volunteer Activities:

- Research venues; contact venues for pricing; arrange for venue site.
- Research caterers; work with caterer on menu that fits our budget.
- Recommend venues, budgets, and options.
- Coordinate AV needs, if needed.
- Day of event assistance (before event begins and/or clean up after event concludes).

2020 Chair: Maggie Allred