 **2021/2022 Committee Description**

**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. The Committee creates and orchestrates the behind-the-scenes logistics that create an outstanding event.

Coordinate additional Member-oriented events, including, but not limited to, Cocktails and Conversations, get-to-know you gatherings, and no-host brunches, lunches, and Zoom gatherings.

**Purpose**: The Events Committee is responsible for researching venues, reserving space, and coordinating the logistics for our three largest Membership events.

**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.
* Send out invitations for each event as needed.
* Coordinate RSVPs.
* Establish budget for each event and determine payment methods.
* Research caterers; work with caterer on menu that fits our budget.
* Recommend venues, budgets, and options **(work with Finance Committee)**.
* Coordinate AV needs, if needed.
* Obtain and coordinate speaks for each event as needed.
* Day of event assistance (before event begins and/or clean up after event concludes).

**2021/2022 Co-Chairs: Maggie Allred, Vicki Herman**

**CONTACT:** **Events@impact-lv.org**