

Shows/Events Chair

Job Description

Leadership role for Shows/Events Committee; design, organize and coordinate conferences, conventions, meetings, seminars, exhibitions, trade shows, festivals and other events.

Committee Job Tasks

Hold monthly Committee conference calls to further the Shows/Events goals.

Coordinate with Public Relations to be certain all promotional opportunities are utilized.

Identify key participating volunteers, theme or purpose of each event.

Develop budget for each event and bring each event to fruition on time and within budget.

Identify appropriate venues for events.

Register for approved shows and conventions.

Order and coordinate all the services and equipment needed for the event. This includes tasks such as transportation coordination, hotel reservations, event registration, room set up, electrical, lighting, presentation equipment and catering.