

EVENT COORDINATOR

The chief function of the Event Coordinator is to plan and execute GAWN's two main signature events during the year: one service project fundraiser and one business trade show. Typically the service project event is held in June and the trade show in December.

Monthly Luncheon Meeting

DURING:

- Assist guests and members with introductions.
- Provide assistance as necessary.

Monthly Board Meeting

BEFORE:

- Prepare report of progress made since last meeting on each event.

DURING:

- None.

AFTER:

- None.

OTHER ANCILLARY DUTIES

- Coordinate required funding for each event with Treasurer.
- Work with Web Administration and Marketing to promote events.
- Create timeline for when to begin announcements and postings.
- Provide necessary information to Marketing for needed writeups and promotions.

HOLIDAY SHOWCASE DUTIES

- Plan the Holiday Showcase (first year was December 2012).
- Immediately after planning meeting in August:
 - As soon as possible, coordinate date and time, food options, vendor/sponsor pricing, big door prizes, table layouts, with the Board.
 - Call Sweetwater to secure date (typically the second Wednesday in December) and time (11:30am-1:30pm); start arranging food options (usually heavy hors d'oeuvres), along with the layout of food and tables, background music, and photography and/or videography (video is optional; photos are not), and report back to board for discussion and voting.

- The Social Media Manager will take photos, but often a photographer from a local magazine will attend and take photos as well. Contact magazines to gauge interest and request attendance.
- Prepare vendor/sponsor applications and develop the Rules & Regulations for the event. Serve as the PRIMARY contact for the vendors/sponsors.
- In September:
 - Have Registrar set up an event to accept vendor/sponsor payments and registration for members and guests.
 - work with Publicity Chair to start advertisement on all Social Media sites, local publications, and Chamber site.
 - Have Web Coordinator send out an email to all members announcing the Showcase and include vendor/sponsor information.
- In October:
 - Assign all vendors/sponsors to tables (make sure to put similar companies across the room from each other. And, if you opt for ½ table spaces, group a product with a service to drive more business to each table).
 - Coordinate with Treasurer and Registrar about keeping a spreadsheet of vendors/sponsor payments and table layouts.
 - Secure music – DJ or musician to provide background music for event.
- In November:
 - By November 15 – make sure all payments from Vendors/Sponsors are received and paid in full (NO VENDOR/SPONSOR payments at the door)
 - By November 15 – make sure all door prizes have been purchased and secured for the event. Some items ordered thru Amazon or internet must have time to be shipped and received.
 - Email all vendors/sponsors the RULES & REGULATIONS packet so they know the set-up and take-down times for their booth/table/display space.

PACK-A-PURSE DUTIES

Get this info from Jamie.