

## Committee Chair Duties

1. Planning Events
  - a. Develop ideas with the input of committee members
  - b. Determine availability of artists
  - c. Check to see if venue is available and reserve if needed
  - d. Check to make sure the event doesn't conflict with other major events
  - e. Fill out the Proposal packet completely (including the promotional and technical requests.)
  - f. Propose the event to the board and support its passage. Make sure you are prepared to answer questions about the proposal and have CD/DVD or web link available to share at the Board meeting.
  - g. Identify Learning Outcomes for each event.
  
2. Promoting the Event
  - a. Develop a promotional plan with the help of the EC, the Promotions chair, and the committee members.
  - b. Have posters/flyers up 2 weeks in advance
  - c. Have sheet signs up 1 week in advance (register with SGA first). Sheet signs should be down 2 days after the event.
  - d. Handout word of mouths the day before and the day of the event
  - e. Understand that **you are ultimately responsible** for the promotions getting up and out. If your committee doesn't get it done, you must make sure it gets done in a timely manner.
  
3. Implementing Events
  - a. Go over the contract to see what the artist requires and make plans to acquire anything needed in the rider. (Get with Heather for anything that needs to be purchased.)
  - b. If door prizes are appropriate, contact the EC and develop a plan
  - c. Delegate responsibilities to the committee and FOLLOW UP!
  - d. Prepare artist introduction including upcoming events and cell phone/camera warnings
  - e. Make arrangements for event assessment. Results will then be given to the President, Advisors, and the committee chair.
  - f. Fill out JP event evaluation forms immediately after the event and turn in

