

# Position Description



## Logistics Members

### Responsibilities

- Source, secure and coordinate with event venue(s)
- Develop event program(s) and requirements
- Develop and manage day-of/week-of schedules
- Design floor plan(s) and decor
- Liaise with Sponsorship Committee to manage day-of logistics with sponsors
- Manage all supplier relationships including rentals, photographer, entertainment
- Liaise with Marketing Committee to develop signage and other creative needs
- Recruit and coordinate event day volunteer(s)
- Source and purchase additional food/alcohol/décor as needed
- Secure any permits or insurance needs
- Rising Stars Committee
  - Sell at least 5 event tickets
  - Attend 75% of meetings
  - Promote event on personal social channels
  - Attend/assist with event(s)
  - Track and submit event/committee expenses in a timely manner

### Time Commitment

- Meetings
  - 1 sub committee meeting per month (could increase closer to event)
  - 1 general meeting per month
- ~5-10 hrs/month including meetings (could increase closer to event)