



19 May 2020

# EVENT CHAIR

## 1. PURPOSE:

To direct volunteer members on a fundraising event for Firebelles.

### A. Responsibilities

- i. Solicit members to help with the event.
- ii. To prepare a timeline for all to use to accomplish the event.
- iii. To prepare a budget, that is approved by the Executive board, to project the net earnings for the event.
- iv. Coordinate with Event Promotions for flyers, banners and table notices.
- v. Coordinate with Food & Beverage if food is involved with the event.
- vi. Coordinate Ticket Sales for event.
- vii. Prepare any items necessary for the event: Programs, Bunco sheets, Gift bags and decorations.
- viii. Prepare all funds and expenses for the Treasurer.

## 2. SKILLS:

Extremely organized. Excellent communication skills. Leads easily in groups. Can delegate responsibilities to others.

## 3. BUDGET:

As approved by Executive Board.