



S.W.A.G. Event Planning Committee Member

The Event Planning Committee Member is responsible for assisting the Event Planning Committee Chair in all aspects of event planning. This includes sourcing and securing a venue, catering, entertainment, transportation, and other vendors as needed. **This is a 1 year commitment as a planning committee member.**

Responsibilities:

1. Assist in identifying and securing high quality venues for events
2. Assist in identifying and sourcing catering, entertainment, transportation, and other vendors for events
3. Assist in developing budgets for events
4. Assist with event promotion and management
5. Coordinate with committee members to plan logistics for events
6. Attend committee meetings to provide input on event planning strategy
7. Maintain a list of potential venues, catering, entertainment, transportation, and other vendors as needed
8. Develop relationships with potential venues, catering, entertainment, transportation and other vendors as needed to maintain availability of vendors for future use
9. Develop potential sponsor relationship
10. Strong organizational skills
11. Ability to work independently or on a team
12. Outgoing personality

Experience

1. Experience in assisting in fundraising campaigns. (not necessary but helpful)
2. Out of the box thinker and creative.
3. Ability to commit to 5 to 10 hrs a month of time with committee work (meetings etc.)

Term begins June 2023 ends June 2024

Name: _____ Date: _____