



## **S.W.A.G. Event Planning Committee Chair**

The Event Planning Committee Chair is responsible for leading the committee in planning and executing events. This includes collaborating with committee members to determine event themes and objectives, developing a timeline and budget, securing speakers and sponsorships, negotiating contracts with vendors, and overseeing event logistics. **This is a 1 year commitment as planning committee chair.**

### *Responsibilities:*

1. Lead meetings of the committee to establish timelines, goals, and objectives for upcoming events
2. Develop timelines for upcoming events
3. Oversee budgeting for upcoming events
4. Collaborate with the Marketing Director to determine event themes
5. Identify speakers and sponsorships
6. Negotiate contracts with vendors
7. Provide logistical support for upcoming events
8. Be an expert in event planning

**Term begins from June 2023 to July 2024**

Name: \_\_\_\_\_ Date: \_\_\_\_\_