

Pre-Event Committees

- **Administration Committee**
 - Finance, E-Newsletter, Minutes, Exit Surveys
- **Booth Sales and Sponsorship Committee**
 - Prospecting, Data entry, Packaging
- **Event Day Floor Committee**
 - Floor plan, Disposal, Maintenance needs/supplies
- **Event Day Presenters/Entertainment Committee**
 - Lectures & Demos – Recruitment, Scheduling, Brochure/Website Info
 - Musicians – Recruitment, Scheduling, Brochure/Website Info
- **Extra Curricular Events Committee**
 - Tea Certification Class , Networking Event
- **Marketing and Design Committee**
 - Graphic design, Advertising, Media, Communications, Décor, Poster Distribution
 - *Décor Committee is a sub-committee.*
- **Raffle Committee**
 - Item Solicitation, Basket & Layout Design
- **Silent Auction Committee**
 - Mail outs, Follow-up calls, Item pick up, Data entry
- **Ticket Sales Committee**
 - Ticket content, Outlet packaging, Sales tracking
- **Volunteer Committee**
 - Recruitment, Coordination, Orientation, Scheduling, Celebrations

Event Day Positions

- Bookkeeping
 - Auction cash out, Cash skimming, Float management, Deposits
- Coat Check
 - Tag and hang coats, Security, Retrieve and return coats
- Costumed Characters
 - Event day advertising
- Decoration Set up/Clean Up
 - Set up decorations, Set up signage, Clean up
- Exhibitor Support
 - Assist exhibitors with preparation and display of their products
 - Act as a liaison between the exhibitor and event coordinators
- Front Entrance Tickets
 - Take tickets, Sell tickets, Program distribution, Check for re-entry
 - Answer questions, Direct media, VIPs and volunteers
- Greeters
 - Greet people at entry points, Monitor designated areas
- Lecture/Demo & Entertainment Support
 - Set up and clean up, Assist presenters/entertainers, Greet/direct attendees, Brochure distribution
- Maintenance Team
 - Early morning – help exhibitors unload product and display items
 - General event set up and clean up
 - Busser – Collect used cups, Tidy sitting areas, Composting, Disposal

- On-Site Raffle Sales & Coordination
 - Set up raffle items, Sell tickets, Prize draws
- Photography & Videography
- Silent Auction Sales & Coordination
 - Set up auction items and clean up
 - Cash out and distribution of items to successful bidders
- Volunteer Lounge
 - Volunteer check in, Maintain lounge and supplies