

# Event Coordinator Committee

## FACT SHEET

### All Committee Members

Woodbury Days Council Members meet quarterly on the third Wednesday of the month in January, April, July and October. In addition, we meet weekly the 4 weeks prior to the event on Wednesdays and the Wednesday after the event. All Committee Members are expected to attend these meetings. We also ask that all committee members are present during the three days of the event, as possible.

All committees require a fair amount of work, therefore we have multiple people on each committee along with a Chair and Co-Chair leading each committee. The descriptions below are not all inclusive but rather intended to be an overview of the duties involved. We have a Timeline that outlines in detail all duties required for each committee. **Important Note:** The responsibilities listed below refer to the committee as a whole, not each individual member of that committee.

### Committee Chairs and Co-Chairs

In addition to needing Committee Members, each committee needs a Chair and Co-Chair. WDC needs people that would like to lead the committees and make sure all duties of that committee are completed. The Chairperson would delegate, organize and keep track of the tasks that are needed for the committee they are in charge of. They are responsible for making sure all tasks are completed by committee members in a timely manner.

### Event Coordinator Committee Summary of Responsibilities

- Reserve and confirm all vendors and services for the event.
- Reserve and confirm all entertainment for the event.
- Contact past organizations that provide services for the event and confirm they will continue providing those services and renew their contracts.
- Maintain a contact list for all vendors, service providers, and organizations that we partner with.
- Answer all vendor questions promptly.
- File all necessary Permits, licenses and applications for the event.
- Coordinate with the WDC Board and President to get contracts signed by the appropriate person.
- Coordinate with the Sponsorship Committee in regards to trade sponsors that provide services for the event.
- Coordinate with all other committees that have rental needs from our Tent Vendor to make sure everyone gets what they need.
- Order any signage, barricades, lights, etc. needed for the event.
- Keep an inventory and control the distribution of walkie talkies and golf cart keys for the event.
- Prepare (code) all bills from vendors, services and contracts and give them to the WDC President for approval, in a timely manner. Once approved give them to the Treasurer for payment.

### Event Coordinator Committee Time Commitment

- January – March: approximately 3-4 hours per month.
- April – July: approximately 4-5 hours per month.
- August: approximately 15-25 hours per month plus the week of the event.
- September - December: approximately 4-5 hours per month.

### Event Coordinator Committee Beneficial Skills and Attributes:

- Ability to work well with other committee members and distribute work load equally among members.
- Enjoy researching, gathering information and comparing pricing and services of potential service providers.
- Good at problem solving and finding alternative solutions to issues.
- Very detail oriented.
- Good communication and organizational skills.
- Great committee for people who like to plan parties and events.

