

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Special events chair

KEY MEETING DATES:

Steering committee meetings
Table/ticket sale kickoff meeting
Progress report meetings (as needed)
The event
Post-event critique meeting

POSITION CONCEPT: The special event category is a very important piece of the district's overall fundraising efforts. As important as it is as a fundraising event, it is equally important in increasing the visibility and public awareness of the district in our communities.

PRINCIPAL RESPONSIBILITIES:

1. Accept responsibility for achieving the special events goal.
2. Assist in developing a list for attendance, special guests, and table hosts.
3. Take the lead in identifying and recruiting the county/district honoree.
4. Attend and participate in all steering committee meetings (orientation, table/ticket sales kickoff, progress report, and post-dinner critique).
5. Responsible for the timely recruiting of enough table/ticket salespersons to cover previous attendees as well as new prospects (*Prospects may include award recipients' friends and associates, previous contributors, selected suppliers, customers, or contractors. Other sources may be political, alumni, fraternal, and social associates; country club lists; directory of directors; Who's Who; chamber of commerce; and/or industrial directories.*)
6. Coordinate table/ticket sales efforts with other district fundraising efforts to maximize annual donor participation in all fundraising activities and to avoid duplication of solicitation.
7. Preside at all meetings of the committee for planning, sharing ideas, and problem solving.
8. Keep the table/ticket sales effort on schedule through ongoing communications with each table/ticket salesperson.
9. Assist in promotion of the event through the use of all county/district media outlets.
10. Keep the fund development chair informed of table/ticket sales efforts through ongoing communication and reports of sales.
11. Evaluate the effectiveness of table hosts/ticket salespersons and make changes as necessary to achieve the goal.
12. Responsible for the post-dinner collection of any outstanding table/ticket sale monies.