

Event Committee

The Event Committee is responsible for planning, logistics, promotion, budget, set up, and cleanup of the event. The Event Chairperson shall ensure that all committee members perform their assigned tasks in a timely manner.

Standard Procedure

Members must serve on a minimum of one general committee per year. If you are unable to serve on the designated committee, please find a replacement to serve in your place or trade with another committee member.

Responsibilities

Planning

- Find a location for the event.
- Determine the agenda and timing of the event.

Promotion

- Create flyer and submit to Newsletter Editor 60 days prior to event. Include the following paragraph in every event flyer with member participation:
- “In consideration of a Chi Am Circle Club membership and participation in its activities, Chi Am Circle Club and its directors, officers, and volunteers are not responsible for the errors, omissions, acts, or failures to act while conducting activities on behalf of Chi Am Circle Club.”
- Submit event reminder or flyer highlighting the message to Newsletter Editor 2 to 3 weeks prior to event for inclusion in a monthly mass email (E-blast) distribution.
- Submit a post-event article to Newsletter Editor. Historian will have event photos.

Budget

- Develop budget for venue rental, honorarium, etc. With few exceptions, programs should be self-sustaining and optimally operate on a net zero basis.
- After the event, Event Chair collects completed reimbursement forms with receipts from committee, and submits to the Treasurer for reimbursement within 60 days following event. IMPORTANT: Receipts are required for any reimbursement.

Supplies

- Paper and plastic products, tea bags, sugar, etc. are rotated among event chairs. Check with previous Event or Hospitality Chair for supply box.
- To minimize spending on paper/plastic supplies for potluck events, committee/members may bring these in lieu of bringing a dish to share.
- Chi Am Circle has large indoor and outdoor signs for use during events. Check with

Hospitality or the previous Event Chair to obtain the signs.

Day of Event

- Meet at least 45 minutes prior to start time for setting up furniture, food, supply, etc. and remain until the facility is returned to its original condition.
- A committee member shall ensure the facility is cleaned and secured before leaving the premises.

Post Program

- Settle any payments or reimbursements.
- If needed, send correspondence or thank-you notes to speakers, venue representative, etc.
- Submit post-event article to Newsletter Editor; include photos or contact Historian.

Liability Clause

- Disclaimer: In consideration of a member's participation in any and all Chi Am Circle Club activities, the member acknowledges that Chi Am Circle and its directors, officers, and volunteers are not responsible for the errors, omissions, acts, or failures to act while conducting activities on behalf of Chi Am Circle Club and its members.