

# Committees for 2023 Reunion: Thu June 22 – Sun June 25, 2023

## *Duties and Descriptions*

13 JAN 2021

**NOTE: EACH COMMITTEE WILL NEED A CHAIR, CO-CHAIR, AND NUMBER OF MEMBERS TBD BY THE CHAIR AND CO-CHAIR**

*All Committees will have some collaboration with and overlap with others*

### 1. REGISTRATION

**Skill sets:** Detail-oriented, moderate knowledge of Excel, possible experience with event registration platform

#### **Duties:**

- a) Create Registration Form
- b) Set up ways to Register
- c) Set up PayPal and other online payment modes
- d) Accept registrations and payments
- e) Set up and staff a Registration Table at reunion
- f) Prepare Registration Packets customized for each attendee, i.e. nametags, what events they registered for (tickets)

### 2. FINANCE

**Skill sets:** Good with finances, detail oriented, business owner or accountant would be good

#### **Duties:**

- a) Develop budget for reunion
- b) Open up and maintain bank account for 2023 Leisz Family Reunion
- c) Pay bills, reimburse expenses, maintain records of petty cash
- d) Prepare a detailed summary of receipts and disbursements.

### 3. EVENTS

**Skill sets:** Idea people, event planners

#### **Duties:**

- a) Brainstorm and settle on events for each day of reunion
- b) Establish sub-committees for events on Fri, Sat and Sun.
- c) Identify facilities and transportation for each event and contract for cost of venue, food, tour bus/transportation etc.
- d) Facilitate movement of Family Photo Boards and other decorations between venues

### 4. HOTELS AND ACOMMODATIONS

**Skill sets:** Rate negotiating skills, local availability in Turtle Lake for best venues and local visits to ensure quality accommodations

#### **Duties:**

- a) Identify all potential lodging options
- b) Determine where block of rooms is booked and negotiate rate

### 5. COMMUNICATIONS

**Skill sets:** Marketing, design, theme and logo development, publicity and promotion to drive attendance, graphic layout, printing, electronic communication via web and email service such as Constant Contact

#### **Duties:**

- a) Develop theme and logo
- b) Create and update web pages on reunion and hard mail periodically
- c) Create program booklet
- d) Create all signage
- e) Create any other decorations and have printed
- f) Create all art for Merchandise Committee to meet printer specifications

### 6. MERCHANDISE

**Skill sets:** Design eye, feeling for what sells and for what price

#### **Duties:**

- a) Brainstorm and select vendors for branded merchandise for sale at the reunion: tee shirts, mugs, tote bags, other
- b) Place orders and accept deliveries
- c) Sell at all reunion events over three-day weekend

### 7. SETUP AND CLEANUP

**Skill sets:** Willingness to share the burden...many hands make light work

#### **Duties:**

- a) Set up on Thursday, June 22, 2023
- b) Clean up on Sunday, June 25 at St. Ann's Church Hall