

BEAVER TIPS: COMMITTEE STRUCTURES

Event Chairperson:

PROGRAMMING

Chairperson:

Reporting Member:

Reporting Member:

FUNDING

Chairperson:

Reporting Member:

Reporting Member:

MARKETING

Chairperson:

Reporting Member:

Reporting Member:

DECORATING

Chairperson:

Reporting Member:

Reporting Member:

FOOD

Chairperson:

Reporting Member:

Reporting Member:

VOLUNTEER

Chairperson:

Reporting Member:

Reporting Member:



Programming Committee

The program is the heart of an event. The program content will allow the event goals to be met as well communicate the theme. A program can focus on one performance or it can incorporate many different performances and media presentations.

Chair Duties:

- Develop event program
- Identify needed resources
- Assign tasks to members
- Create timelines
- Coordinate rehearsals and stage management
- Troubleshoot during event

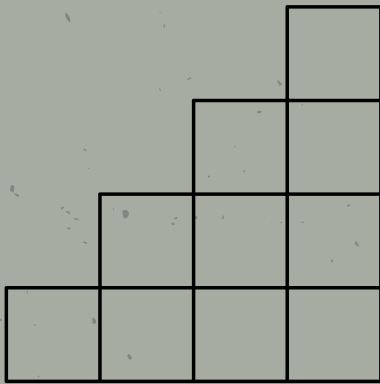
Committee Duties:

- Aid in program development
- Contact performers
- Create program script
- Develop guest program
- Be stage hands, MCs, and stage managers
- Identify technical needs



Funding Committee

Identifying what you will need to support the goals and theme of your event is critical to its success. Consider your current budget, seeking other funding sources, and additional expenses to understand the financial needs for your event.

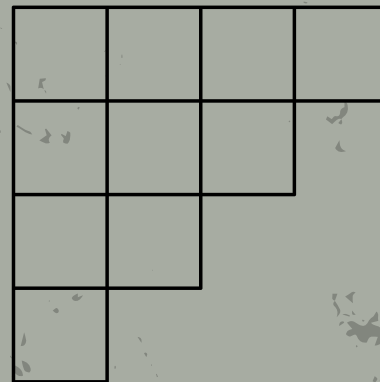


Committee Duties:

- Determine how to solicit additional funds if needed
- Set ticket cost and process
- Report ticket info to Marketing Committee
- Monitor expenses in each committee

Chair Duties:

- Create a funding plan
- Set timelines for request submissions and purchases
- Create payment requests
- Track all expenditures
- Evaluate funding plan
- Sign off on expenditures

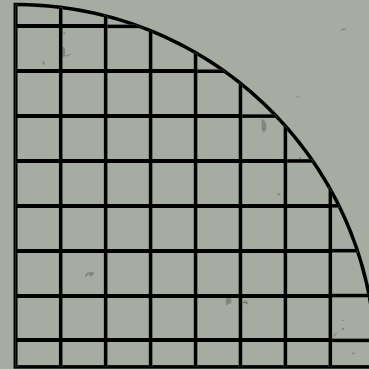


Marketing Committee

A well developed marketing plan will create a buzz about the event and your organization. A good buzz will increase member moral, build membership, and allow the OSU community to celebrate the work you do.

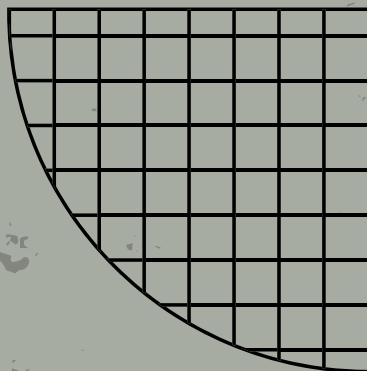
Chair Duties:

- Support development of a marketing plan
- Identify needed human and monetary resources
- Create strategies and timelines for releases
- Evaluate effectiveness of marketing plan



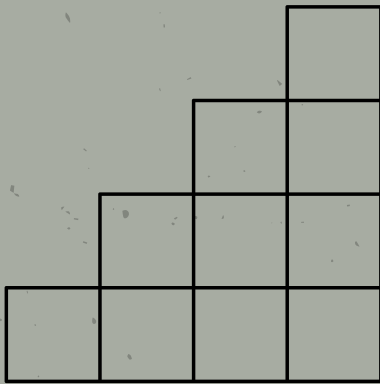
Committee Duties:

- Develop marketing plan
- Create flyers, posters, tickets
- Write press releases
- Arrange interviews
- Hang posters on campus or surrounding community
- Document activities on day of the event



Decorating Committee

Decorations create the environment for the event. The environment conveys culture, mood, and attitudes that are instrumental in meeting goals and communicating the theme.

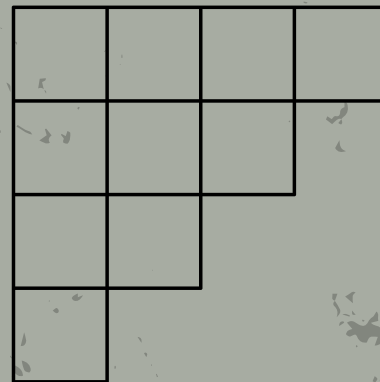


Committee Duties:

- Create a decorating plan
- Identify needed supplies
- Identify needed vendors
- Purchase supplies
- Make, build, create decorations
- Clean-up after event

Chair Duties:

- Support development of a decorating plan
- Create a planning and decorations timeline
- Communicate with facility
- Schedule preparation times

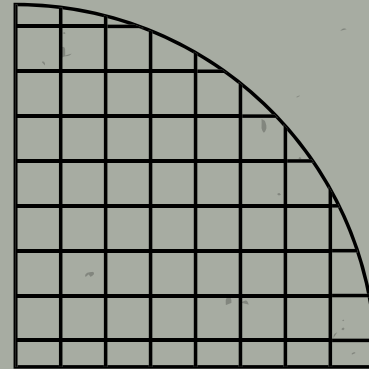


Food Committee

Food has a language of its own and is an invaluable tool to meeting event goals. Food conveys culture and celebration whilst serving as a means for attracting participants or providing sustenance.

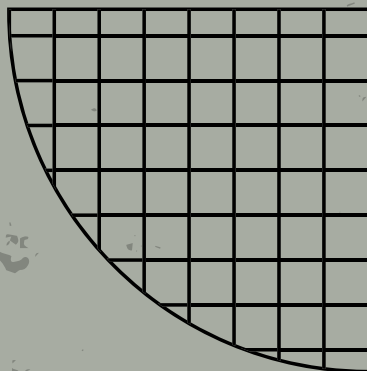
Chair Duties:

- Support development of a food plan
- Create planning, production, and serving timelines
- Schedule volunteers for food preparations and serving
- Communicate with SOA and other vendors



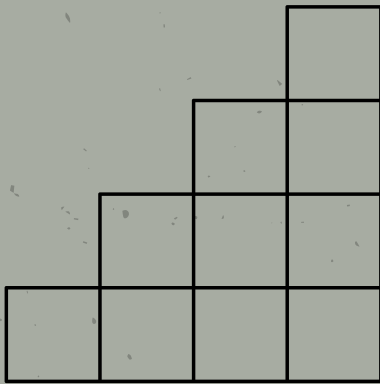
Committee Duties:

- Create food plan (menu, recipes, production, serving)
- Develop grocery list or place catering order
- Participate in production and serving times
- Serving area and kitchen cleanup



Volunteer Committee

Volunteers are critical to the success of an event. By supporting the work of the food, program, decorating, and marketing committees, volunteers help complete the committees workforce.



Committee Duties:

- Support the following:
 - Decorating
 - Set-up
 - Kitchen production
 - Serving
 - Booth staffing
 - Clean-up

Chair Duties:

- Coordinate meeting times
- Support the volunteer needs of other committees
- Create committee timeline
- Schedule volunteer times
- Send reminders prior to scheduled activities

