Draft

June 22, 2015

Expectations of lead person for an event (This is a fourth draft. We can develop it together.)

* Get Board or Executive Committee concurrence of the event. Information desired is minimum and maximum participants, pricing to include member, non-member differential, location, date and time. **Note: we may wish to form an events committee.**
* Coordinate with the venue and presenters
* Set up the EventBrite page with event pricing
* Inform the newsletter and social media coordinators plus anyone with media contacts; if a co-promotion with an organization, share the information with it.
* Post the EventBrite page
* Track participation – ask for assistance if attendance is low
* If one participant has ordered two sets of tickets, check with the participant if that was there intent. (The EventBrite mobile site will accept double clicks.)
* Check if participants who claim member rates are active members with Slow Food USA or Slow Food International.
* Manage the actual event
* Provide photos and videos to Communication Committee
* Complete event form with guest list and submit electronically to Treasurer.
* Tell treasurer what bills need to be paid
* Note lessons learned and share with Board